



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 18, 2021
AT 7:00 PM
COUNCIL CHAMBERS
3rd fl. PUBLIC SAFETY BUILDING**

Page #

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

3. ROLL CALL

- A. Council Members Present
- B. Administration Present

4. APPROVAL OF MINUTES

- A. April 20, 2021- Regular Meeting

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- A. Mayor Report – Dave Dickason
- B. Vice Mayor Report – Peter Denmark

7. MANAGER'S REPORT

- A. City Manager and Director Reports
- B. Attorney Comments

8. COMMISSION/COMMITTEE REPORTS

- A. Planning Commission
- B. Port & Harbor Commission
- C. Parks & Recreation Committee
- D. Whittier Community School
- E. Prince William Sound Aquaculture Corp.
- F. Regional Citizen's Advisory Council

9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

10. APPROVAL OF THE CONSENT AGENDA

11. PUBLIC HEARINGS (NON-ORDINANCE)

12. PRESENTATIONS

13. ORDINANCE (1st Reading)

- 43 A. Emergency Ordinance #2021-02 – An Emergency Ordinance Retroactively Extending The City Manager’s Proclamation Of A Local Emergency In Order To Protect And Preserve The Health, Safety, And Welfare Of The Whittier Community During A State And Local Public Health Emergency Resulting From Covid-19
- 51 B. Ordinance #02-2021 – An Ordinance of The City Council of Whittier, Alaska Amending WMC Chapter 2.54 To Remove All Decision-Making Duties of The Port and Harbor Commission, Codify Process for Providing Recommendations to Council, and Remove Inconsistencies and Redundancy in the Reasons for and Processes Surrounding the Declaration of a Vacancy on the Commission
- 58 C. Ordinance #03-2021 – An Ordinance of The City Council of Whittier, Alaska Amending WMC 2.10.040 To Permit The Mayor, Rather Than City Council, To Determine If Council Members Have Substantial Financial Interests Unless Council Overrides The Mayor’s Determination

14. RESOLUTIONS

15. EXECUTIVE SESSION

16. UNFINISHED BUSINESS

- 62 A. Res. #12-2021, Regarding Ad Hoc Committee for Council Policy and Procedures Manual

17. NEW BUSINESS

18. COUNCIL DISCUSSION

19. CITIZEN’S DISCUSSION

20. COUNCIL AND ADMINISTRATION’S RESPONSE TO CITIZEN’S COMMENTS

21. ADJOURNMENT



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

WHITTIER CITY COUNCIL

REGULAR MEETING

TUESDAY APRIL 20, 2021

7:00 PM

COUNCIL CHAMBERS

PUBLIC SAFETY BUILDING

MINUTES

1. CALL TO ORDER

Mayor Dave Dickason called the meeting to order at 7:01 p.m.

2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum:

Victor Shen, Dan Blair, Tom Wagner, David Pinguoch, Monty Irvin (joined at 7:26), Peter Denmark (joined at 7:12), and Dave Dickason.

MOTION: Victor Shen made a motion to excuse Peter Denmark and Monty Irvin from tonight's meeting

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously

B. Administration Present:

Annie Reeves, Assistant City Manager

Naelene Matsumiya, City Clerk

Kris Erchinger, Finance Director

Scott Korbe, Public Works Director

Dave Borg, Harbormaster

Andre Achee, Police Chief

Holly Wells, City Attorney

Others Present: Lindsey Erk, Andrea Korbe, Charlene Arneson, Tim Wieland, Paul Mueller and Pat Reeves (Via Microsoft Teams)

4. APPROVAL OF MINUTES

March 16, 2021, Regular Meeting Minutes

MOTION: Tom Wagner made a motion to approve the minutes as they are.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: Dan Blair made a motion to approve the Regular Meeting Agenda with amendments to move the Presentation item to 5a and Executive Session item to 13a

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously.

At this time, Dave Dickason asked Council Members if there were items on tonight's agenda that they would like to declare a conflict of interest for

Victor Shen declared a conflict of interest regarding the Consent Agenda item based on his familial relationship with the owner of Wildcatch Cafe.

MOTION: Dan Blair found that Victor Shen had a substantial financial interest with the Liquor License Renewal in the Consent Agenda and excused him from voting on the item.

SECOND: Dave Dickason

DISCUSSION: Council discussed if the interest was financially substantial. Victor asked to be excused regardless.

VOTE: Motion passed 4-2

6. MAYOR'S REPORT

A. Mayor Report

Dave Dickason stated that there wasn't much to report, however, he corrected that he did not attend the Port and Harbor Commission meeting as it was canceled, but he did attend the Planning and Zoning Commission meeting.

B. Vice Mayor Report

Peter Demark had nothing new to report.

7. MANAGER'S REPORT

A. City Manager and Director Reports- Jim Hunt

Jim was not available for the report, but Annie Reeves gave a congratulatory gift to the seniors of the Whittier Community School, Jeffery and Jenessa.

Andre gave a report on the Tsunami Warning System and everything that surrounds that.

Dan offered to place portable toilets by the basketball courts as the summer progresses. Scott responded that if Council agrees with that, it can be done. Council agreed.

Dave Pinquoch stated that Monty and Peter have joined the meeting, for the record. Naelene specified that Peter and Monty's attendance is noted.

Monty commented on parking situation in the City during the Shrimp opening.

Dan asked about a permit to use the Public Safety Building. Naelene stated that there is not one currently in place. Dan directed administration to write up a permit for the public use of the Public Safety Building. Annie stated that it can be done once we figure out the terms in which the City will have to implement.

Victor asked about the Dashboard for the Financial report. He asked if it was something that Council will see monthly or quarterly. Kris responded that she had been doing them every month, but in going forward, she doesn't think the City will be making much progress on it, so she has moved to quarterly, but if Council would like, she can continue to add them to the packets monthly. Council agreed to continue the quarterly inclusion of the dashboard.

B. Attorney's Comments

Holly stated that there was nothing she wanted to add at this time.

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Nothing new to report

C. Parks & Recreation Committee

Victor reported on the summer projects and that the Committee is looking to start those up again. Projects include with maintaining trails and working with other entities for these projects. Dave reported that there will be a Head of the Ba clean up on May 15 that is in collaboration with the Prince William Sound Stewardship Foundation.

D. Whittier Community School

Tim Wieland reported on the resident artist had come back. He commended Victor Shen for being available for outdoor activities and shop opportunities that he has been able to share with the students. He reported on Parent/Teacher Conference, Teacher In Service, Graduation for seniors and preschool for 2020/2021. He announced the EAC meeting date and time and invited everyone, will be held via Zoom. A City Clean up on May 26 and the last day of school will be May 26. He mentioned archery class and announced that he and his family will be leaving and moving to the valley. He stated that the school had hired two new teachers. He shared a fun fact that the two actually know each other. Dave thanked Tim and all tat he has done in Whittier.

E. Prince William Sound Aquaculture Corp.

Nothing new to report

F. Regional Citizen's Advisory Council

Mike Bender reported that the Board of Directors will be meeting will be held in Valdez on Tuesday. He stated that there will be presentations and that he always learns new things. Meetings will be held via Zoom and anyone is welcome to attend.

9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

10. APPROVAL OF THE CONSENT AGENDA

A. Liquor License Renewal, Wildcatch Cafe – 5176

MOTION: Dan Blair made a motion to approve the item in the Consent Agenda

SECOND: Tom Wagner

DISCUSSION: None

VOTE: Motion passed unanimously, with Victor Shen recused from voting.

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS (Item was moved to 5a)

Paul Mueller gave an update on the vaccinations in Whittier and the brief pause on the Johnson and Johnson vaccination. He continued saying that the Clinic is still offering Moderna and Pfizer and touched on how the Clinic and Whittier Seafood are working closely as they prepare for the season. Paul reported that he was presented a plaque from the City of Whittier and thanked the City, the Council, and the citizens of Whittier as it humbled him.

The Mayor thanked Paul as well.

Victor asked about vaccination rates in Whittier. Paul responded that about 55% of residents have been vaccinated. He is expecting that number to increase once the J&J vaccination is back on track.

Dan asked if there were changes Paul would recommend as Whittier moves into its summer season. Paul offered to continue following CDC guidelines.

Peter asked if there were still ongoing contact tracing measures taking place. Paul responded, yes and no. He explained that if you are fully vaccinated, you cannot be a “close-contact” candidate even if you are exposed to someone carrying the virus. But he did reassure that contact public health officials are still conducting contact tracing and announcing new cases. Peter asked a follow up question, if a person who has been vaccinated is a close contact, should that person get tested? Paul replied that they can be, and if they test positive, regular procedures follow so that the state could determine the severity i.e. what strain of coronavirus it is and if they have affected people who have yet to be vaccinated. Peter asked if it was any benefit for businesses to continue conducting travel questionnaire. Paul stated that, that was a business decision but urged businesses to contact the public health nurse for that.

Paul concluded that he was very proud of Whittier and thanked everyone again.

13. ORDINANCES

None

14. RESOLUTIONS

A. Resolution #11-2021 – A Resolution of The City Council of The City Of Whittier, Alaska, Stating the 8.0 Mill rate of Levy Date of Equalization, and Date when Taxes Become Delinquent for the 2021 Tax Role

MOTION: Dan Blair made a motion to adopt Res. #11-2021

SECOND: Tom Wagner

DISCUSSION: None

VOTE: Motion passed unanimously

B. Resolution #12-2021 – A Resolution of the City Council of the City of Whittier, Alaska, Creating the Whittier City Council Policy and Procedure Manual Ad Hoc Committee

MOTION: Dan Blair made a motion to adopt Res. #12-2021

SECOND: Tom Wagner

DISCUSSION: Various Council members elaborated on the timing and asked that this resolution be tabled until after the summer season as it is a very busy season for some of them and that this resolution was not a priority at this time. Council also discussed the members of the Committee with the City Attorney and gathering information from other municipalities to use as a tool or template.

VOTE: No vote was taken. Original motion to adopt died.

MOTION: Peter Denmark made a motion to table the resolution until the September regular meeting.

SECOND: Dan Blair

DISCUSSION: None

VOTE: Motion passed unanimously.

C. Resolution #13-2021- A Resolution of The City of Whittier, Alaska Approving the Assignment of the Lease Between the City of Whittier and Jeff Taylor D/B/A Whittier Fudge – Sound Ideas Gallery and Gifts Subject to and Conditional Upon Amendments to the Lease, Approving the Essential Terms of the Assignment and Amendment of the Lease, and Authorizing the City Manager to Enter into an Agreement with the Parties Incorporating the Essential Terms Approved in this Resolution

MOTION: Dan Blair made a motion to adopt Res. #13-2021

SECOND: Tom Wagner

DISCUSSION: Council thanked those involved who worked on this resolution.

VOTE: Motion passed 6-1

15. EXECUTIVE SESSION (Item moved to 13a)

A. City of Whittier Subleases – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City WMC 2.08.040 (1)

MOTION: Dan Blair made a motion to enter into Executive Session

SECOND: Tom Wagner

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL ENTERED INTO EXECUTIVE SESSION AT 7:53 pm

MOTION: Dan Blair made a motion to come out of Executive Session

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL EXITED EXECUTIVE SESSION AND RESUMED REGULAR MEETING AT
8:26 pm

16. NEW BUSINESS

A. Discussion Topic: Port and Harbor Commission Ordinance

Holly explained that the purpose of the Ordinance is to clean up the code. She included the action memo into the packet for more information. Ordinance was not introduced tonight due to the Harbormaster's absence from the meeting and how this Ordinance pertains to the Port and Harbor Commission and by extension, his department.

B. Delong Dock Replacement Concept

Scott Korbe explained that in preparation of the MARAD Grant, PND and Northern Economics working on the application and so have worked up the conceptual design as well as financial benefit and what subsectors in the community as well as the Prince William Sound in terms of what is utilized for potential for growth. He showed the Council the designs that Administration had agreed on depending on multiple terms. He continued saying the primary focus still stays on the busy fishing season and diversification of the types of ships/cargo the dock can receive. He stated another component was to provide adequate power in abundance as it is very limited. He reminded the Council that this is just conceptual, and a base-line number needs to be presented before it can be funded. He answered questions from the Council.

17. COUNCIL DISCUSSION

Council briefly discussed the manual, parking in Whittier, and the weather.

18. CITIZEN'S DISCUSSION

Mike Bender made a few comments on his business and gave a timeline of the events that had happened in between November and now and the financial aspect of the lease. Annie shared the ideas for a sidewalk as to promote pedestrian traffic and safety. Dave Dickason gave some feedback and Council shared appreciation for the Benders and their business in Whittier.

19. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

None

20. ADJOURNMENT

Council adjourned the meeting at 9:42pm

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Date: May 18th, 2021
To: Whittier City Council and Administration
From: Dave Dickason
Subject: Mayor's Report – April / May

Meetings Attended:

- May 6th - Port & Harbor

Upcoming Schedule:

- June 2nd 6:00 PM: Planning & Zoning
- June 3rd 6:00 PM: Port and Harbor
- June 15th 7:00 PM: Regular Council Mtg.

Follow-up:

Declaration of Emergency
RV Dump Station, Air Compressor
Pedestrian Improvements around Whittier Seafood
Communications
Budget Review
Juneau Legislature Presentation
Public Safety: Improvement of Dispatch Services

Open Goals:

SHORT TERM

- ARRC Land Transfer presentation to Legislature
- Policies and Procedures / Code Update
- Lease Standardization & Enforcement

MID TERM

- DOD Tank-Farm Land Transfer of 58 Acres
- US Forest Service Transfer of unused Marston Property
- Community Park Construction Funding (PWSED helping to seek grant funding)
- Determine Funding for Final Harbor Construction Phase

LONG TERM

- Shotgun Cove Road Extension
- Head of Bay Development
- Buckner Building: Environmental Remediation.

To: Whittier City Council
From: City Manager Jim Hunt
Re: City Manager Report for May 2021

Introduction

The purpose of this report is to provide the Whittier City Council, and the public, a brief summary of the City of Whittier (“City”) projects that the City Administration worked on and advanced during May, 2021 and to provide City Council and the public a brief introduction to the projects the City anticipates tackling in June, 2021.

Summary of Projects

The following is a summary of the projects to which I, and City Staff, dedicated significant portions of time this month:

COVID-19 Mitigation and Preparation

As the summer season approaches, I participated in regular conferences with the State of Alaska, Assistant City Manager Reeves, and the City’s emergency response team to monitor the current state of pandemic mitigation and response efforts as well as available and anticipated financial assistance programs arising from the pandemic. I also worked with the City Attorney to ensure that mutual aid agreements and local response efforts were updated and legally appropriate as we move towards the summer season. Similarly, I attended multiple Alaska Municipal League conference calls covering COVID-19 and the uncertainties posed by changes in legislation. I continued to collaborate with Paul Mueller regarding COVID-19 vaccination and testing efforts and capacity. The City also ordered a plaque recognizing Mr. Mueller’s dedication and effort for the community of Whittier.

Council should also note that the 2nd Floor of Public Safety Building near clinic continues to receive vaccine patients and the City staff continues to encourage Whittier residents to take advantage of the services offered.

Council lobbying and legal reform Priorities

I, along with the staff, worked diligently on several projects identified by City Council as priorities, including:

- Attendance at and preparation for conferences and planning sessions with the City State lobbyists to develop an effective lobbying approach to promote the City's interests and its needs in negotiations and interactions with the Alaska Railroad Corporation;
- Conferences and planning sessions with the City Attorney to draft and adopt laws recommended by individual Council members and to draft documents and strategies to develop concrete means to carry out Council directives;
- Attendance at and preparation for a zoom meeting regarding projects identified on the City's State priority list;
- Contacted and worked with federal lobbyists regarding federal lobbying priorities, including requests for our multi-million dollar water projects and a request for \$6,000,000 for Shotgun Cove Road and Cruiseship related business;
- Attended numerous Alaska Municipal League conference calls and planning sessions regarding the impact of and means of weathering the stimulus financial shortfall on small communities including Whittier;
- I worked with various stakeholders regarding the impact and forecast regarding the cruise ship delay and the anticipated CPV losses

Additional Projects

The following is a brief itemization of other projects I completed this month:

1. Continued researching and pursuing potential DeLong Dock replacement grant and application process.
2. Prepared for and led staff meetings

Council-Initiated Projects and Assignments

In addition to the projects prioritized by City Council, which are reflected in the action memoranda and legislation included in the packet, the City staff as well as the City Attorney fielded a substantial amount of inquiries and requests for information from various Council members. While we always strive to be responsive, the volume of requests and the substantial dedication of Staff resources required to respond to them emphasized the importance of assisting City Council with the adoption of procedures and processes to ensure that the Staff is able to timely and efficiently respond to Council requests and that it can prioritize requests in a way that both ensures City business is efficiently completed and individual Council members have the support they need to propose legislation and complete their objectives and goals. I have been discussing this topic with the Mayor and will be present at the May meeting to discuss it in more detail with Council.

FINANCE MONTHLY REPORT

April Finance Monthly Report – with March PRELIMINARY financials

This report reflects an abbreviated look at finance-related **activities** through the end of April. Financial Report information is provided in the packet through the end of March. The interfund transfers budgeted for 2021 have been entered and posted but we have not yet posted the transfer of General Fund capital funds authorized by Council in Resolution #05-2021 for \$1,014,900 because administration will request Council's reconsideration of that action, and instead request that the monies be set aside within the General Fund, as *assigned fund balance* that can only be used for capital purposes.

PROPERTY TAX

The Tax Administrator sent out Real and Personal Property Tax Notices and is now turning her attention to pursuing collections on past-due payments. Personal Property Tax receivable at the end of May is \$83,500 with \$32,414 representing amounts due for 2020, and Real Property Tax receivable is \$17,335 with \$14,911 representing amounts due for 2020.

2020 FINANCIAL AUDIT

The audit is slated to begin May 17 and will involve four individuals on-site for approximately four days, followed by off-site coordination, drafting of financial statements and audit wrap-up. The audit results will be presented to the public in a Council presentation as soon as the financial statements are finalized. Staff have been busy compiling test sample information, preparing workpapers and reconciling all accounts in preparation for the auditor's arrival, in addition to sending out confirmation letters to all banks, investment agencies, the bond bank, EEOC, and granting agencies, to request direct confirmation to the auditors, of account balances on-hand belonging to the City, the amount of debt owed, and the amount of grants awarded and expended in the current year. This allows the auditors to directly confirm information with those entities and tie out the information to the City's financial statements, giving assurance that our accounting records are complete and accurate.

ANNUAL INSURANCE RENEWAL

The staff updated insurance exposure data and submitted to Alaska Public Entity Insurance through the broker HUB. The City's insurance is on a fiscal year from July 1 to June 30. We expect to receive a quote for the upcoming year by the end of May. The City staff has worked diligently to qualify for all of the insurance discounts that are offered by APEI through creation of a new safety program, employee safety training, pro-active inspections, etc. We expect to receive a 3% discount on workers' compensation insurance due to the hard work of our active safety committee, a 4% discount off property insurance because of our fire and safety inspections, 2% discount on workers' compensation insurance for our employee safety programs, and other potential discounts related to the City Council's participation in APEI training, etc. Special kudos to Dave Borg who is leading the charge as the City's primary safety officer, and to Dyanna Pratt who monitored employee participation in safety training to ensure sufficient hours were met to qualify for insurance premium discounts, and who tracked and reported all safety training to the insurance company.

LEASES

The City's three leases with Passage Canal Development LLC have been updated for the coming year. The Dry Storage Pad lease rate beginning July 1, 2021 will decline from the current \$32,462 to \$32,105 based on the lease provision allowing an increase or decrease in the annual rate based on the CPI. The Parking and Campground Lease will decline from the current \$12,709 to \$12,570. The Parking Lease rate will decrease from \$35,932 to \$35,537. This lease has been subject to rent credit offsets for creek stabilization for many years and beginning with next fiscal year (beginning July 1, 2022) the lease credit will be exhausted and moving forward, the lessee will make payments to the City for this lease.

Similarly, the Whittier Inn's lease of Harbor Loop Block 1 Lot 5A has been subject to a settlement agreement dated April 21, 2014, under which the Inn received lease credits for one-half of the sales tax it collected, up to a total lease credit of \$150,000. In March 2021, the remainder of available the lease credits were exhausted and monthly lease payments of \$1,952 have resumed.

GRANTS

Grant financial activity has been closed out for the year and audit confirmation letters mailed to granting agencies to verify the City's accounting records against the granting agency records, as is standard for audit preparation. All COVID-related grants are finalized.

Earthquake: The City is finalizing Project Worksheet 578 related to earthquake damage on the lift stations with expenditures for that project expected to total approximately \$15,000. Through the end of April, the City has incurred costs for each project worksheet (compared against the total available funds) of: 1) PW571 Harbor Parking and Triangle (\$9,093 of \$139,982); 2) PW572 Dock Settlement (\$2,400 of \$363,023); 3) PW573 Treatment Lagoon (\$3,547 of \$92,173); 4) PW574 Storm Drains (\$18,888 of \$246,569); 5) PW575 Pavilion (\$10,974 of \$36,900); 6) PW576 Breakwater Settlement (\$10,324 of \$118,133); 7) PW577 Streets (\$12,080 of \$69,167); and 8) PW578 Lift Station 4 and 5 (\$11,772 of \$54,271).

COVID19: The City requested total reimbursements from FEMA for pandemic-related costs, of \$122,736.44. We have received approval for \$24,912.21 and are awaiting word on the eligibility of the remaining \$97,825. We received the full CARES Act funding from the State in the amount of \$902,929. We have one outstanding grant related to the purchase and equipping of the new ambulance. A reimbursement will be requested from the State upon delivery of the ambulance in May, at an expected grant amount of \$291,630.

SHOTGUN COVE ROAD: The City continues working with CRW Engineering and subcontractors on the Shotgun Cove Road project. We are finalizing a grant application for the next \$2.5 million funding application. We are also looking at other possible sources of revenue to continue this project. The City is currently operating under two Western Federal Lands Grants (WFL). One grant award totals \$2 million; of this amount, \$1,067,904 remains to be spent. The other grant award totals \$15,573,869; of this amount, \$1,707,555 remains to be spent. In addition, we were notified of approval of a third WFL grant for Shotgun Cove Road Extension Mile 2.0 to 4.5 and expect to hear about the level of funding for that grant in July, but are expecting the award to be approximately \$2.5 million.

STATE FUNDING IN 2020:

The preliminary results of total State funding in 2020 is shown in the table below, with the City having been awarded funding totaling \$3,532,586 with corresponding expenditures of the grant awards totaling \$2,198,828 in 2020:

CITY OF WHITTIER, ALASKA				
Schedule of State Financial Assistance				
Year Ended December 31, 2020				
			Total	
	Grant	Grant		
Grant Title	Number	Award		Expenditures
Department of Commerce, Community and Economic Development				
Community Revenue Sharing	2020	\$ 75,094		\$ 75,094
Payment-in-Lieu-of-Tax	FY2021	56,336		56,336
Total Department of Commerce, Community and Economic Development		131,430		131,430
Department of Revenue				
Commercial Passenger Vessel Tax	FY20 CY19	958,385		958,385
Mitigating COVID19 - CPV	19-CPV-09	291,630		-
Shared Fisheries Business/Landing Tax	2020	7,005		7,005
Revenue Share Liquor Licenses	2020	-		-
Motor Vehicle Tax	2020	3,609		3,609
Electric and Telephone Cooperative Tax	2020	4,054		4,054
Total Department of Revenue		1,264,683		973,053
Department of Homeland Security, DMVA				
2018 November Cook Inlet Earthquake - PW571	AK-18-265	139,982		-
2018 November Cook Inlet Earthquake - PW572	AK-18-265	363,023		48,920
2018 November Cook Inlet Earthquake - PW573	AK-18-265	92,173		-
2018 November Cook Inlet Earthquake - PW574	AK-18-265	246,569		-
2018 November Cook Inlet Earthquake - PW575	AK-18-265	36,900		10,974
2018 November Cook Inlet Earthquake - PW576	AK-18-265	118,133		9,724
2018 November Cook Inlet Earthquake - PW577	AK-18-265	69,167		-
2018 November Cook Inlet Earthquake - PW578	AK-18-265	54,271		8,472
Alaska Cares Relief Fund	20-CRF-226	902,928		902,928
Total Department of Homeland Security		2,023,146		981,018
Department of Administration				
PERS Relief	2020	113,326		113,326
Total State Financial Assistance		\$ 3,532,586		\$ 2,198,828

FEDERAL FUNDING IN 2020:

The preliminary results of total Federal funding in 2020 is shown in the table below, with the City having been awarded funding totaling \$17,700,164 (some of these grants were awarded prior to 2020) with corresponding expenditures of the grant awards totaling \$1,081,435 in 2020:

CITY OF WHITTIER					
Schedule of Expenditures of Federal Awards					
Year Ended December 31, 2020					
			Catalog of	Total	
	Grant	Federal Domestic	Grant	Federal	
	Title	Number	Assistance Number	Award	Expenditures
U.S Department of Agriculture					
Passed through the State of Alaska DCCED:					
	National Forest Receipts	None	10.665	24,172	24,172
	Total U.S. Department of Agriculture (and CFDA# 10.665)			24,172	24,172
U.S. Department of Health and Human Services					
	CARES Act Relief Stimulus	1911911912		73	73
	Total U.S. Department of H&SS (and CFDA# ____)			73	73
U.S. Department of Transportation					
Direct:					
	Western Federal Lands	6905671950011	20.224	2,000,000	588,421
	Western Federal Lands	3303A700077000000	20.224	15,573,869	243,981
	Total U.S. Department of Transportation (and CFDA# 20.224)			17,573,869	832,402
U.S. Department of the Interior					
Passed through the State of Alaska DCCED					
	Payment in Lieu of Taxes	None	15.226	56,336	56,336
	Total U.S. Department of the Interior			56,336	56,336
U.S. Department of Homeland Security					
	FY2018 Assistance to Firefighters	EMW-2018-FO-03423	97.044	45,714	45,714
	COVID Response and Recovery	261-84510-00		Pending	122,737
	Total U.S. Department of Homeland Security			45,714	168,452
	Total federal expenditures			\$ 17,700,164	\$ 1,081,435

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	4,882.59	4,882.59	50,000.00	45,117.41	9.8
01-310-4006 MOTOR VEHICLE REGISTRATION	141.68	141.68	3,500.00	3,358.32	4.1
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	3,600.00	3,600.00	.0
01-310-4200 SALES TAX	47.04	2,472.53	375,000.00	372,527.47	.7
01-310-4201 PROPERTY TAX - REAL	.00	.00	380,000.00	380,000.00	.0
01-310-4202 PROPERTY TAX - PERSONAL	.00	.00	330,000.00	330,000.00	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	11,186.07	150,000.00	138,813.93	7.5
TOTAL TAXES	5,071.31	18,682.87	1,297,100.00	1,278,417.13	1.4
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	300.00	2,200.00	4,000.00	1,800.00	55.0
01-320-4251 USER FEES & PERMITS	.00	.00	1,000.00	1,000.00	.0
01-320-4312 AMBULANCE FEES	.00	.00	5,000.00	5,000.00	.0
TOTAL LICENSES & PERMITS	300.00	2,200.00	10,000.00	7,800.00	22.0
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	.00	75,000.00	75,000.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	55,000.00	55,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	.00	24,000.00	24,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	156,500.00	156,500.00	.0
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	6,455.39	19,551.29	233,380.00	213,828.71	8.4
01-345-4517 LEASES - ARRC LAND	742.89	2,236.93	.00	(2,236.93)	.0
01-345-4520 LEASE INCOME - CONDOMINIUMS	1,114.88	3,344.64	13,380.00	10,035.36	25.0
01-345-4525 LAND USE RENT	105.00	315.00	12,000.00	11,685.00	2.6
TOTAL LEASES	8,418.16	25,447.86	258,760.00	233,312.14	9.8
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	83.00	1,000.00	917.00	8.3
01-350-4262 PSD PARKING TICKETS CIVIL	.00	50.00	.00	(50.00)	.0
TOTAL FINES & CITATIONS	.00	133.00	1,000.00	867.00	13.3

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	35.00	175.00	2,500.00	2,325.00	7.0
01-360-4204 INTEREST & PENALTIES	1.02	1.02	2,000.00	1,998.98	.1
01-360-4270 DONATIONS	5,000.00	5,000.00	.00	(5,000.00)	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	153.95	1,070.87	50,000.00	48,929.13	2.1
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	77,825.00	77,825.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	56,250.00	281,250.00	684,383.00	403,133.00	41.1
TOTAL MISCELLANEOUS	61,439.97	287,496.89	831,708.00	544,211.11	34.6
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER IN FROM CVP FUND	.00	.00	215,043.00	215,043.00	.0
01-390-4994 TRANSFER IN FROM HARBOR	.00	.00	156,000.00	156,000.00	.0
01-390-4995 TRANSFER IN FROM WWS	.00	.00	39,048.00	39,048.00	.0
01-390-4996 TRANSFER IN FROM DELONG DOCK	.00	.00	38,400.00	38,400.00	.0
TOTAL TRANSFERS & OTHER	.00	.00	448,491.00	448,491.00	.0
TOTAL FUND REVENUE	75,229.44	333,960.62	3,003,559.00	2,669,598.38	11.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	24,751.50	70,435.22	333,746.00	263,310.78	21.1
01-400-6030 FICA TAXES	3,615.03	4,341.28	5,078.00	736.72	85.5
01-400-6040 WORKER'S COMP.	.00	.00	6,000.00	6,000.00	.0
01-400-6050 ESC TAXES	374.70	1,028.52	3,502.00	2,473.48	29.4
01-400-6060 HEALTH & LIFE INSURANCE	8,263.87	13,857.69	66,249.00	52,391.31	20.9
01-400-6070 PERS RETIREMENT	4,626.60	12,520.89	61,656.00	49,135.11	20.3
01-400-6205 ADVERTISING	.00	.00	5,000.00	5,000.00	.0
01-400-6210 B.T.I. CONDO FEES	.00	.00	2,500.00	2,500.00	.0
01-400-6220 BANK SERVICES CHARGES	299.55	1,500.85	10,000.00	8,499.15	15.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	175.00	.00	(175.00)	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	1,635.72	5,000.00	3,364.28	32.7
01-400-6410 INSURANCE - LIABILITY	.00	8,260.80	9,000.00	739.20	91.8
01-400-6440 INSURANCE - PROPERTY	.00	150.00	.00	(150.00)	.0
01-400-6540 LICENSES & PERMITS	.00	115.00	.00	(115.00)	.0
01-400-6541 PENALTIES & FEES	.00	.00	1,000.00	1,000.00	.0
01-400-6565 OUTSIDE CONTRACTORS	202.40	(845.55)	16,120.00	16,965.55	(5.3)
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	400.00	400.00	.0
01-400-6580 POSTAGE	(72.22)	454.64	2,500.00	2,045.36	18.2
01-400-6610 PROF. FEES - ACCOUNTING	(300.00)	3,900.00	22,000.00	18,100.00	17.7
01-400-6620 PROF. FEES - APPRAISAL	.00	.00	12,000.00	12,000.00	.0
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	1,666.00	6,664.00	25,000.00	18,336.00	26.7
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	20,000.00	20,000.00	.0
01-400-6636 PROF FEES - WEB SITE SUPPORT	1,203.00	1,203.00	4,200.00	2,997.00	28.6
01-400-6650 PROF. FEES - LEGAL	9,633.67	11,116.17	60,000.00	48,883.83	18.5
01-400-6670 REIMBURSEMENT	114.84	114.84	.00	(114.84)	.0
01-400-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	199.00	800.00	601.00	24.9
01-400-6770 TRAVEL, TRAINING & DEV.	(23.16)	131.84	12,000.00	11,868.16	1.1
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	2,000.00	2,000.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
01-400-8550 SUPPLIES - OFFICE	99.75	535.24	5,000.00	4,464.76	10.7
01-400-8750 SUPPLIES - PRINTING	.00	.00	300.00	300.00	.0
01-400-9000 UTILITIES - INTERNET	1,299.22	3,910.97	13,000.00	9,089.03	30.1
01-400-9070 UTILITIES - TELEPHONE	1,116.76	2,180.25	9,500.00	7,319.75	23.0
01-400-9100 MISCELLANEOUS EXPENSES	.00	(12,556.35)	2,000.00	14,556.35	(627.8)
01-400-9530 CAPITAL OUTLAY-COMPUTER EQUIP	5,694.60	5,694.60	5,000.00	(694.60)	113.9
TOTAL ADMIN	62,566.11	136,723.62	721,551.00	584,827.38	19.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	550.00	574.00	4,000.00	3,426.00	14.4
01-401-6280 DUES & SUBSCRIPTIONS	.00	.00	600.00	600.00	.0
01-401-6600 PROF. FEES - AUDIT	.00	.00	38,000.00	38,000.00	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	.00	3,000.00	3,000.00	.0
01-401-6800 COUNCIL CHAMBER IMPROV	.00	.00	1,500.00	1,500.00	.0
01-401-8550 SUPPLIES - OFFICE	.00	.00	800.00	800.00	.0
01-401-9070 UTILITIES - TELEPHONE	185.98	99.99	.00	(99.99)	.0
01-401-9500 LOBBYIST FEES	10,000.00	30,000.00	120,000.00	90,000.00	25.0
TOTAL COUNCIL	10,735.98	30,673.99	167,900.00	137,226.01	18.3
<u>ELECTIONS</u>					
01-420-6100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-6205 ADVERTISING	.00	.00	600.00	600.00	.0
TOTAL ELECTIONS	.00	.00	1,800.00	1,800.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
01-510-6000 SALARIES & WAGES	44,768.77	127,710.04	680,413.00	552,702.96	18.8
01-510-6030 FICA TAXES	648.26	5,550.88	10,459.00	4,908.12	53.1
01-510-6040 WORKER'S COMP.	.00	.00	25,714.00	25,714.00	.0
01-510-6050 ESC TAXES	680.96	2,275.63	6,915.00	4,639.37	32.9
01-510-6060 HEALTH & LIFE INSURANCE	6,287.72	13,291.77	106,024.00	92,732.23	12.5
01-510-6070 PERS RETIREMENT	7,401.24	20,813.90	115,398.00	94,584.10	18.0
01-510-6091 UNIFORM ALLOWANCE	80.00	160.00	2,500.00	2,340.00	6.4
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205 ADVERTISING	.00	275.00	250.00	(25.00)	110.0
01-510-6210 B.T.I. CONDO FEES	.00	.00	2,000.00	2,000.00	.0
01-510-6280 DUES & SUBSCRIPTIONS	.00	60.00	500.00	440.00	12.0
01-510-6410 INSURANCE - LIABILITY	.00	10,969.24	17,500.00	6,530.76	62.7
01-510-6420 INSURANCE - AUTO	.00	4,918.68	9,000.00	4,081.32	54.7
01-510-6440 INSURANCE - PROPERTY	.00	(301.25)	1,200.00	1,501.25	(25.1)
01-510-6540 LICENSES & PERMITS	.00	.00	2,000.00	2,000.00	.0
01-510-6565 OUTSIDE CONTRACTORS	25,000.00	39,822.32	35,600.00	(4,222.32)	111.9
01-510-6570 PHYSICAL EXAMS	.00	.00	2,000.00	2,000.00	.0
01-510-6580 POSTAGE	.00	5.28	200.00	194.72	2.6
01-510-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	800.00	800.00	.0
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	14.99	500.00	485.01	3.0
01-510-6735 EQUIPMENT PURCHASE	.00	.00	8,000.00	8,000.00	.0
01-510-6740 SMALL TOOLS	1,423.65	1,423.65	.00	(1,423.65)	.0
01-510-6770 TRAVEL, TRAINING & DEV.	.00	20.00	5,000.00	4,980.00	.4
01-510-7100 BUILDING MAINT.	.00	.00	1,500.00	1,500.00	.0
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	.00	2,000.00	2,000.00	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	85.98	85.98	8,000.00	7,914.02	1.1
01-510-7400 REPAIRS - VEHICLES	.00	.00	5,000.00	5,000.00	.0
01-510-7750 GAS & OIL - VEHICLES	1,016.38	2,627.57	25,000.00	22,372.43	10.5
01-510-8020 SUPPLIES - AMMUNITION	.00	.00	5,000.00	5,000.00	.0
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150 SUPPLIES - CONSUMABLE	389.20	989.18	4,000.00	3,010.82	24.7
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550 SUPPLIES - OFFICE	55.00	404.96	2,000.00	1,595.04	20.3
01-510-8950 SUPPLIES - UNIFORMS	.00	1,963.84	6,000.00	4,036.16	32.7
01-510-9000 UTILITIES - INTERNET	1,699.15	4,577.63	15,000.00	10,422.37	30.5
01-510-9010 UTILITIES - ELECTRICITY	40.45	40.45	.00	(40.45)	.0
01-510-9070 UTILITIES - TELEPHONE	1,017.12	2,390.03	.00	(2,390.03)	.0
01-510-9200 GRANT EXPENDITURES	.00	.00	8,000.00	8,000.00	.0
TOTAL PUBLIC SAFETY	90,593.88	240,089.77	1,118,673.00	878,583.23	21.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>					
01-520-6000 SALARIES & WAGES	1,107.68	3,101.50	14,400.00	11,298.50	21.5
01-520-6030 FICA TAXES	16.06	48.18	1,102.00	1,053.82	4.4
01-520-6040 WORKERS COMP	.00	.00	563.00	563.00	.0
01-520-6050 ESC TAXES	16.84	45.42	144.00	98.58	31.5
01-520-6100 VOLUNTEER SUPPORT	.00	.00	12,000.00	12,000.00	.0
01-520-6410 INSURANCE - LIABILITY	.00	558.07	1,000.00	441.93	55.8
01-520-6420 INSURANCE - AUTO	.00	3,220.53	4,500.00	1,279.47	71.6
01-520-6570 PHYSICAL EXAMS	25.00	25.00	.00	(25.00)	.0
01-520-6735 EQUIPMENT PURCHASE	.00	.00	5,000.00	5,000.00	.0
01-520-6750 TESTING	.00	.00	1,000.00	1,000.00	.0
01-520-6770 TRAVEL, TRAINING & DEV.	.00	.00	500.00	500.00	.0
01-520-7350 REPAIRS - EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-520-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-520-7750 GAS & OIL - VEHICLES	.00	.00	1,000.00	1,000.00	.0
01-520-8550 SUPPLIES - OFFICE	.00	.00	150.00	150.00	.0
01-520-8950 SUPPLIES - UNIFORMS	.00	.00	750.00	750.00	.0
TOTAL FIRE	1,165.58	6,998.70	45,609.00	38,610.30	15.3

<u>EMS</u>					
01-530-6000 SALARIES & WAGES	6,698.32	18,755.30	131,696.00	112,940.70	14.2
01-530-6030 FICA TAXES	97.72	292.58	6,441.00	6,148.42	4.5
01-530-6040 WORKER'S COMP.	.00	.00	8,738.00	8,738.00	.0
01-530-6050 ESC TAXES	102.41	275.81	1,399.00	1,123.19	19.7
01-530-6060 HEALTH & LIFE INSURANCE	85.82	171.64	16,358.00	16,186.36	1.1
01-530-6070 PERS RETIREMENT	1,108.10	3,102.68	15,125.00	12,022.32	20.5
01-530-6091 UNIFORM ALLOWANCE	40.00	80.00	600.00	520.00	13.3
01-530-6100 EMS VOLUNTEER SUPPORT	90.00	550.00	20,000.00	19,450.00	2.8
01-530-6410 INSURANCE - LIABILITY	.00	2,736.52	10,000.00	7,263.48	27.4
01-530-6420 INSURANCE - AUTO	.00	1,732.37	3,500.00	1,767.63	49.5
01-530-6735 EQUIPMENT PURCHASE	280.67	280.67	1,000.00	719.33	28.1
01-530-6750 TESTING	.00	.00	250.00	250.00	.0
01-530-6761 TRAINING - EMS SUPVSG MD	1,000.00	3,000.00	8,000.00	5,000.00	37.5
01-530-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-530-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-530-7750 GAS & OIL - VEHICLES	19.63	19.63	2,500.00	2,480.37	.8
01-530-8150 SUPPLIES - CONSUMABLE	.00	.00	3,500.00	3,500.00	.0
01-530-8550 SUPPLIES - OFFICE	.00	.00	250.00	250.00	.0
01-530-8650 SUPPLIES AND DRUGS BILLABLE	.00	.00	2,500.00	2,500.00	.0
01-530-8950 SUPPLIES - UNIFORMS	.00	.00	2,000.00	2,000.00	.0
01-530-9000 UTILITIES - INTERNET	499.36	1,512.06	5,000.00	3,487.94	30.2
01-530-9070 UTILITIES - TELEPHONE	50.60	151.80	500.00	348.20	30.4
TOTAL EMS	10,072.63	32,661.06	242,857.00	210,195.94	13.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	367.00	1,101.00	4,500.00	3,399.00	24.5
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,200.00	1,200.00	.0
TOTAL CLINIC	367.00	1,101.00	5,700.00	4,599.00	19.3
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	16,570.35	46,316.32	264,710.00	218,393.68	17.5
01-600-6030 FICA TAXES	240.26	720.91	5,447.00	4,726.09	13.2
01-600-6040 WORKER'S COMP.	.00	.00	9,662.00	9,662.00	.0
01-600-6050 ESC TAXES	251.87	677.49	1,435.00	757.51	47.2
01-600-6060 HEALTH & LIFE INSURANCE	4,245.50	8,491.00	53,162.00	44,671.00	16.0
01-600-6070 PERS RETIREMENT	3,645.52	10,189.74	52,978.00	42,788.26	19.2
01-600-6410 INSURANCE - LIABILITY	.00	4,665.57	7,750.00	3,084.43	60.2
01-600-6420 INSURANCE - AUTO	.00	2,551.97	4,800.00	2,248.03	53.2
01-600-6430 INSURANCE EQUIPMENT	.00	1,626.58	5,000.00	3,373.42	32.5
01-600-6440 INSURANCE - PROPERTY	.00	189.53	1,000.00	810.47	19.0
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00 (795.79)	8,000.00	8,795.79 (10.0)
01-600-6570 PHYSICAL EXAMS	.00	.00	750.00	750.00	.0
01-600-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	2,000.00	2,000.00	.0
01-600-6740 SMALL TOOLS	1,171.06	1,171.06	3,000.00	1,828.94	39.0
01-600-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-600-7100 REPAIRS	.00	.00	5,000.00	5,000.00	.0
01-600-7210 REPAIRS - ROADS	.00	.00	7,000.00	7,000.00	.0
01-600-7350 REPAIR & MAINTENANCE	.00 (769.01)	15,000.00	15,769.01 (5.1)
01-600-7750 GAS & OIL - VEHICLES	3,414.68	6,512.60	15,000.00	8,487.40	43.4
01-600-8150 SUPPLIES - CONSUMABLE	.00	.00	1,000.00	1,000.00	.0
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	750.00	750.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	5,000.00	5,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	78.00	1,077.16	15,000.00	13,922.84	7.2
01-600-9000 UTILITIES - INTERNET	765.98	2,311.70	7,500.00	5,188.30	30.8
01-600-9010 UTILITIES - ELECTRICITY	1,090.36	3,349.73	12,000.00	8,650.27	27.9
01-600-9070 UTILITIES - TELEPHONE	214.94	675.56	1,500.00	824.44	45.0
01-600-9095 UTILITIES - WATER/SEWER	.00	.00	10,000.00	10,000.00	.0
01-600-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
01-600-9900 INTERDEPARTMENT SUPPORT	(2,916.66)	(8,749.98)	(35,000.00)	(26,250.02)	(25.0)
TOTAL PUBLIC WORKS	28,771.86	80,212.14	502,194.00	421,981.86	16.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-6210 B.T.I. CONDO FEES	914.88	2,744.64	10,979.00	8,234.36	25.0
01-700-6410 INSURANCE - LIABILITY	.00	1,378.64	.00	(1,378.64)	.0
01-700-6440 INSURANCE - PROPERTY	.00	10,487.82	26,000.00	15,512.18	40.3
01-700-6565 PROP & FAC-CONTRACTED SERVICES	740.00	6,544.98	10,000.00	3,455.02	65.5
01-700-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-700-7350 REPAIRS - EQUIPMENT	1,808.00	1,808.00	.00	(1,808.00)	.0
01-700-8550 JANITORIAL SUPPLIES	.00	.00	500.00	500.00	.0
01-700-8970 SUPPLIES - SAFETY	.00	.00	500.00	500.00	.0
01-700-9010 UTILITIES - ELECTRICITY	3,355.30	9,587.59	31,261.00	21,673.41	30.7
01-700-9040 UTILITIES - HEATING FUEL	2,617.21	8,486.79	25,000.00	16,513.21	34.0
01-700-9050 UTILITIES - SOLID WASTE	67.79	203.37	2,000.00	1,796.63	10.2
01-700-9095 UTILITIES - WATER/SEWER	99.85	247.82	2,000.00	1,752.18	12.4
TOTAL PROPERTY & FACILITIES	9,603.03	41,489.65	113,240.00	71,750.35	36.6
<u>PARKS AND RECREATION</u>					
01-800-6000 SALARIES AND WAGES	.00	.00	6,198.00	6,198.00	.0
01-800-6030 FICA TAXES	.00	.00	474.00	474.00	.0
01-800-6040 WORKER'S COMP	.00	.00	249.00	249.00	.0
01-800-6050 ESC TAX	.00	.00	62.00	62.00	.0
01-800-7340 PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00	.0
01-800-7350 REPAIRS EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
01-800-8950 SUPPLIES AND MATERIALS	.00	.00	6,000.00	6,000.00	.0
TOTAL PARKS AND RECREATION	.00	.00	16,983.00	16,983.00	.0
<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9990 TRANSFER OUT	.00	.00	23,341.00	23,341.00	.0
01-990-9991 TRANSFER TO F 14 EQUIP REP PW	.00	140,255.57	25,000.00	(115,255.57)	561.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	140,255.57	48,341.00	(91,914.57)	290.1
TOTAL FUND EXPENDITURES	213,876.07	710,205.50	2,984,848.00	2,274,642.50	23.8
NET REVENUE OVER EXPENDITURES	(138,646.63)	(376,244.88)	18,711.00	394,955.88	(2010.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

PUBLIC WORKS EQUIP FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFERS FROM OTHER FUNDS</u>					
14-390-4990	TRANSFER FROM GENERAL FUND	.00	140,255.57	.00	(140,255.57)	.0
	TOTAL TRANSFERS FROM OTHER FUNDS	.00	140,255.57	.00	(140,255.57)	.0
	TOTAL FUND REVENUE	.00	140,255.57	.00	(140,255.57)	.0
	NET REVENUE OVER EXPENDITURES	.00	140,255.57	.00	(140,255.57)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

CRUISE SHIP TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DONATIONS - SUPPORT</u>					
20-400-6240	MUSEUM SUPPORT - DONATIONS	.00	15,000.00	15,000.00	.00	100.0
20-400-9520	CAPITAL EQUIPMENT	22,930.60	62,654.07	.00	(62,654.07)	.0
	TOTAL DONATIONS - SUPPORT	22,930.60	77,654.07	15,000.00	(62,654.07)	517.7
	<u>TRANSFERS OUT</u>					
20-990-9990	TRANSFER TO OTHER FUNDS	.00	.00	214,634.00	214,634.00	.0
20-990-9992	TRANSFER TO HARBOR FUND #51	.00	.00	153,775.00	153,775.00	.0
	TOTAL TRANSFERS OUT	.00	.00	368,409.00	368,409.00	.0
	TOTAL FUND EXPENDITURES	22,930.60	77,654.07	383,409.00	305,754.93	20.3
	NET REVENUE OVER EXPENDITURES	(22,930.60)	(77,654.07)	(383,409.00)	(305,754.93)	(20.3)

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

NEW CITY PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT EXPENDITURES</u>					
24-900-9200	GRANT EXPENDITURES 09-RR-022	.00	2,998.25	.00	(2,998.25)	.0
	TOTAL GRANT EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
	TOTAL FUND EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
	NET REVENUE OVER EXPENDITURES	.00	(2,998.25)	.00	2,998.25	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

SHOTGUN COVE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FEDERAL GRANT REVENUE WFL</u>					
30-350-4063	WFL DLG GRANT DTFH70-03A170077	24,691.95	24,691.95	.00	(24,691.95)	.0
30-350-4064	WFL FLAP REVENUE	98,767.81	98,767.81	.00	(98,767.81)	.0
	TOTAL FEDERAL GRANT REVENUE WFL	123,459.76	123,459.76	.00	(123,459.76)	.0
	TOTAL FUND REVENUE	123,459.76	123,459.76	.00	(123,459.76)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

SHOTGUN COVE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FEDERAL GRANT EXPENDITURES WFL</u>					
30-850-9543	WFL DLG GRANT DTFH70-03A170077	12,056.80	24,691.95	.00	(24,691.95)	.0
30-850-9544	FLAP 1 SCR DESIGN	48,227.20	98,767.81	.00	(98,767.81)	.0
	TOTAL FEDERAL GRANT EXPENDITURES WF	60,284.00	123,459.76	.00	(123,459.76)	.0
	TOTAL FUND EXPENDITURES	60,284.00	123,459.76	.00	(123,459.76)	.0
	NET REVENUE OVER EXPENDITURES	63,175.76	.00	.00	.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

2019 EARTHQUAKE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>STATE GRANT EXPENDITURES</u>					
31-820-9200	GRANT EXPENDITURES	15,355.30	18,022.35	.00	(18,022.35)	.0
	TOTAL STATE GRANT EXPENDITURES	15,355.30	18,022.35	.00	(18,022.35)	.0
	TOTAL FUND EXPENDITURES	15,355.30	18,022.35	.00	(18,022.35)	.0
	NET REVENUE OVER EXPENDITURES	(15,355.30)	(18,022.35)	.00	18,022.35	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

WATER AND WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CHARGES FOR SERVICES</u>					
50-340-4300	WATER SERVICE CHARGES	6,467.01	19,038.28	257,176.00	238,137.72	7.4
50-340-4350	WASTE WATER SERVICE CHARGES	4,716.01	7,988.82	115,000.00	107,011.18	7.0
50-340-4500	ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
	TOTAL CHARGES FOR SERVICES	11,183.02	27,027.10	372,276.00	345,248.90	7.3
	<u>MISCELLANEOUS</u>					
50-360-4901	INTEREST ON BANK ACCOUNTS	.00	893.98	17,500.00	16,606.02	5.1
50-360-4910	MISCELLANEOUS INCOME	.00	361.40	700.00	338.60	51.6
	TOTAL MISCELLANEOUS	.00	1,255.38	18,200.00	16,944.62	6.9
	<u>PROPERTY & SURPLUS SALES</u>					
50-390-4990	TRANSFERS IN	.00	.00	23,341.00	23,341.00	.0
	TOTAL PROPERTY & SURPLUS SALES	.00	.00	23,341.00	23,341.00	.0
	TOTAL FUND REVENUE	11,183.02	28,282.48	413,817.00	385,534.52	6.8

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	9,732.38	27,116.47	125,591.00	98,474.53	21.6
50-800-6030 FICA TAXES	140.72	420.63	2,452.00	2,031.37	17.2
50-800-6040 WORKER'S COMP.	.00	.00	5,659.00	5,659.00	.0
50-800-6050 ESC TAXES	147.76	396.38	1,285.00	888.62	30.9
50-800-6060 HEALTH & LIFE INSURANCE	1,777.42	3,554.84	17,584.00	14,029.16	20.2
50-800-6070 PERS RETIREMENT	1,651.50	4,536.53	19,081.00	14,544.47	23.8
50-800-6280 DUES & SUBSCRIPTIONS	.00	170.00	1,000.00	830.00	17.0
50-800-6410 INSURANCE - LIABILITY	.00	2,202.90	3,600.00	1,397.10	61.2
50-800-6440 INSURANCE - PROPERTY	.00	1,968.23	3,500.00	1,531.77	56.2
50-800-6540 LICENSES & PERMITS	150.00	805.00	1,200.00	395.00	67.1
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	.00	1,300.00	1,300.00	.0
50-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	1,200.00	1,200.00	.0
50-800-6740 SMALL TOOLS	.00	.00	4,000.00	4,000.00	.0
50-800-6750 TESTING WATER/SEWER	.00	.00	9,000.00	9,000.00	.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,500.00	5,500.00	.0
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	245.58	453.13	3,500.00	3,046.87	13.0
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	500.00	500.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	1,500.00	1,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	.00	3,500.00	3,500.00	.0
50-800-9000 UTILITIES -INTERNET	499.36	1,512.06	1,500.00	(12.06)	100.8
50-800-9010 UTILITIES - ELECTRICITY	2,156.15	6,254.33	30,000.00	23,745.67	20.9
50-800-9040 UTILITIES - HEATING FUEL	223.72	786.61	5,000.00	4,213.39	15.7
50-800-9070 UTILITIES - TELEPHONE	162.72	239.06	600.00	360.94	39.8
50-800-9580 CAPITAL OUTLAY - W/WW	16,170.00	16,170.00	150,000.00	133,830.00	10.8
50-800-9900 TRANSFER OUT TO GF	.00	.00	39,048.00	39,048.00	.0
TOTAL WATER & WASTE WATER OPERATING	33,057.31	66,586.17	463,100.00	396,513.83	14.4
TOTAL FUND EXPENDITURES	33,057.31	66,586.17	463,100.00	396,513.83	14.4
NET REVENUE OVER EXPENDITURES	(21,874.29)	(38,303.69)	(49,283.00)	(10,979.31)	(77.7)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4399 MOORAGE - TRANSIENT WINTER	(645.00)	1,074.00	20,000.00	18,926.00	5.4
51-340-4401 MOORAGE - PREFERENTIAL	17,096.10	476,600.95	545,000.00	68,399.05	87.5
51-340-4402 MOORAGE - TRANSIENT	1,597.83	144,079.27	400,000.00	255,920.73	36.0
51-340-4403 BOAT LIFT FEES	.00	41.50	25,000.00	24,958.50	.2
51-340-4404 UTILITY FEES	7,985.56	23,758.36	60,000.00	36,241.64	39.6
51-340-4406 WHARFAGE FEES	.00	7,750.00	15,000.00	7,250.00	51.7
51-340-4407 VESSEL TOW FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4408 USED OIL COLLECTION F	.00	48.00	1,000.00	952.00	4.8
51-340-4409 WAITING LIST FEES	100.00	14,750.00	16,000.00	1,250.00	92.2
51-340-4410 PUMP OUT FEES	.00	.00	500.00	500.00	.0
51-340-4411 LAUNCH FEES	(320.00)	360.00	150,000.00	149,640.00	.2
51-340-4412 SHOWERS	.00	.00	1,000.00	1,000.00	.0
51-340-4413 GRID	111.32	200.86	1,200.00	999.14	16.7
51-340-4414 VESSEL MAINTENANCE	.00	.00	7,000.00	7,000.00	.0
51-340-4415 DRY STORAGE FEES	868.00	2,604.00	5,000.00	2,396.00	52.1
51-340-4416 PARKING - ANNUAL	250.00	2,000.00	45,000.00	43,000.00	4.4
51-340-4426 PARKING DAILY	264.00	308.00	60,000.00	59,692.00	.5
51-340-4445 MISC. SERVICES	.00	3,103.11	3,000.00	(103.11)	103.4
TOTAL CHARGES FOR SERVICES	27,307.81	676,678.05	1,357,700.00	681,021.95	49.8
<u>LEASES INCOME</u>					
51-345-4512 LEASE - ARRC NET OF RR SHARE	9,357.56	28,072.68	95,000.00	66,927.32	29.6
51-345-4515 LEASE - GARBAGE REVENUE	.00	40.00	350.00	310.00	11.4
TOTAL LEASES INCOME	9,357.56	28,112.68	95,350.00	67,237.32	29.5
<u>OTHER REVENUE</u>					
51-360-4417 FUEL FLOAT INCOME	.00	2,154.17	25,000.00	22,845.83	8.6
51-360-4430 CAMPING	.00	.00	12,000.00	12,000.00	.0
51-360-4900 INTEREST & LATE FEES ON A/R	.00	85.00	1,500.00	1,415.00	5.7
51-360-4901 INTEREST ON BANK ACCO	.00	894.05	10,000.00	9,105.95	8.9
51-360-4910 MISCELLANEOUS INCOME	.00	.00	15,000.00	15,000.00	.0
51-360-4957 AMORTIZATION OF BOND PREMIUM	.00	.00	8,843.00	8,843.00	.0
TOTAL OTHER REVENUE	.00	3,133.22	72,343.00	69,209.78	4.3
<u>TRANSFERS IN AND OTHER</u>					
51-390-4991 TRANSFER FROM CPV FUND	.00	.00	153,775.00	153,775.00	.0
TOTAL TRANSFERS IN AND OTHER	.00	.00	153,775.00	153,775.00	.0
TOTAL FUND REVENUE	36,665.37	707,923.95	1,679,168.00	971,244.05	42.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	33,569.08	94,916.59	459,463.00	364,546.41	20.7
51-800-6030 FICA TAXES	467.48	1,417.22	9,752.00	8,334.78	14.5
51-800-6040 WORKER'S COMP.	.00	.00	18,571.00	18,571.00	.0
51-800-6050 ESC TAXES	509.66	1,388.31	4,775.00	3,386.69	29.1
51-800-6060 HEALTH & LIFE INSURANCE	8,930.04	17,860.08	110,333.00	92,472.92	16.2
51-800-6070 PERS RETIREMENT	6,888.98	19,259.70	88,642.00	69,382.30	21.7
51-800-6205 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	1,345.41	12,442.63	30,000.00	17,557.37	41.5
51-800-6260 BAD DEBT EXPENSE	.00	.00	30,000.00	30,000.00	.0
51-800-6265 BOND INTEREST EXPENSE	.00	.00	83,775.00	83,775.00	.0
51-800-6270 DEPRECIATION	.00	.00	940,000.00	940,000.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-6410 INSURANCE - LIABILITY	.00	17,332.46	30,000.00	12,667.54	57.8
51-800-6420 INSURANCE - AUTO	.00	325.91	1,000.00	674.09	32.6
51-800-6430 INSURANCE EQUIPMENT	.00	257.00	600.00	343.00	42.8
51-800-6440 INSURANCE - PROPERTY	.00	19,965.11	70,000.00	50,034.89	28.5
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	.00	.00	125.00	125.00	.0
51-800-6565 OUTSIDE CONTRACTORS	497.41	1,296.01	25,000.00	23,703.99	5.2
51-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-6580 POSTAGE	72.22	943.10	2,500.00	1,556.90	37.7
51-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	3,000.00	3,000.00	.0
51-800-6636 PROF FEES - WEB SITE	.00	.00	250.00	250.00	.0
51-800-6650 PROF. FEES - LEGAL	860.00	1,204.00	5,000.00	3,796.00	24.1
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
51-800-6740 SMALL TOOLS	2,847.30	2,847.30	2,500.00	(347.30)	113.9
51-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	3,000.00	3,000.00	.0
51-800-6780 WASTE DISPOSAL - EVOS	.00	.00	4,000.00	4,000.00	.0
51-800-7100 REPAIRS - BUILDINGS	.00	607.81	6,000.00	5,392.19	10.1
51-800-7350 REPAIRS - EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
51-800-7400 REPAIRS - VEHICLES	.00	.00	2,000.00	2,000.00	.0
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	10,000.00	10,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	140.60	446.96	6,000.00	5,553.04	7.5
51-800-7820 REPAIRS - DOCKS	.00	.00	20,000.00	20,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	.00	149.13	30,000.00	29,850.87	.5
51-800-8200 SUPPLIES - PARKING	.00	.00	1,000.00	1,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	3,000.00	3,000.00	.0
51-800-8550 SUPPLIES - OFFICE	59.77	1,433.81	6,000.00	4,566.19	23.9
51-800-8950 SUPPLIES - UNIFORMS	.00	.00	2,500.00	2,500.00	.0
51-800-8970 SUPPLIES - SAFETY	.00	163.74	5,000.00	4,836.26	3.3
51-800-9000 UTILITIES - INTERNET	732.11	3,567.28	6,100.00	2,532.72	58.5
51-800-9010 UTILITIES - ELECTRICITY	9,516.76	27,692.14	62,000.00	34,307.86	44.7
51-800-9040 UTILITIES - HEATING FUEL	513.53	1,650.48	5,500.00	3,849.52	30.0
51-800-9050 UTILITIES - SOLID WASTE	1,528.57	4,585.71	100,000.00	95,414.29	4.6
51-800-9070 UTILITIES - TELEPHONE	259.23	743.73	1,600.00	856.27	46.5
51-800-9095 UTILITIES - WATER/WASTEWATER	361.72	989.74	35,000.00	34,010.26	2.8
51-800-9213 HARBOR EMERGENCY REPAIR	.00	.00	10,000.00	10,000.00	.0
51-800-9510 SNOW REMOVAL	2,916.66	8,749.98	35,000.00	26,250.02	25.0
51-800-9515 CAPITAL - PARKING METERS	.00	.00	2,000.00	2,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

SMALL BOAT HARBOR

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-800-9900	TRANSFER OUT TO GF	.00	.00	156,000.00	156,000.00	.0
	TOTAL HARBOR OPERATIONS EXP	72,016.53	242,235.93	2,456,336.00	2,214,100.07	9.9
	<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-9510	CAPITAL OUTLAY - BLDG & FACIL	.00	.00	5,000.00	5,000.00	.0
51-900-9520	CAPITAL OUTLAY - EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
51-900-9530	CAPITOL OUTLAY - COMP	.00	.00	2,000.00	2,000.00	.0
51-900-9575	BOND PRINCIPAL	.00	.00	70,000.00	70,000.00	.0
	TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	78,500.00	78,500.00	.0
	TOTAL FUND EXPENDITURES	72,016.53	242,235.93	2,534,836.00	2,292,600.07	9.6
	NET REVENUE OVER EXPENDITURES	(35,351.16)	465,688.02	(855,668.00)	(1,321,356.02)	54.4

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DELONG DOCK CHARGES FOR SERVIC</u>					
53-341-4251 USER FEES & PERMITS	.00	.00	12,000.00	12,000.00	.0
53-341-4402 MOORAGE - TRANSIENT	.00	.00	5,000.00	5,000.00	.0
53-341-4404 UTILITY FEES	.00	.00	7,000.00	7,000.00	.0
53-341-4406 WHARFAGE FEES	.00	.00	360,000.00	360,000.00	.0
TOTAL DELONG DOCK CHARGES FOR SERVI	.00	.00	384,000.00	384,000.00	.0
TOTAL FUND REVENUE	.00	.00	384,000.00	384,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 801</u>					
53-801-6000 SALARES & WAGES	.00	.00	51,051.00	51,051.00	.0
53-801-6030 FICA/MEDICARE	.00	.00	1,084.00	1,084.00	.0
53-801-6040 WORKER'S COMP.	.00	.00	2,063.00	2,063.00	.0
53-801-6050 ESC TAXES	.00	.00	531.00	531.00	.0
53-801-6060 HEALTH & LIFE INSURANCE	.00	.00	13,168.00	13,168.00	.0
53-801-6070 PERS RETIREMENT	.00	.00	10,423.00	10,423.00	.0
53-801-6410 INSURANCE - LIABILITY	.00	2,788.36	15,000.00	12,211.64	18.6
53-801-6440 INSURANCE - PROPERTY	.00	5,428.00	10,000.00	4,572.00	54.3
53-801-6565 OUTSIDE CONTRACTORS	2,620.95	2,620.95	120,000.00	117,379.05	2.2
53-801-6730 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
53-801-6740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
53-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
53-801-7820 REPAIRS - DOCKS	.00	.00	20,000.00	20,000.00	.0
53-801-8150 SUPPLIES - CONSUMABLE	.00	.00	2,500.00	2,500.00	.0
53-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
53-801-8950 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
53-801-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
53-801-9010 UTILITIES - ELECTRICITY	427.91	1,259.34	15,000.00	13,740.66	8.4
53-801-9050 UTILITIES - SOLID WASTE	.00	.00	1,500.00	1,500.00	.0
53-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	5,000.00	5,000.00	.0
53-801-9900 TRANSFER OUT TO GF	.00	.00	38,400.00	38,400.00	.0
TOTAL DEPARTMENT 801	3,048.86	12,096.65	313,720.00	301,623.35	3.9
<u>CAPITAL OUTLAY</u>					
53-900-9504 CAPITAL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
53-900-9540 CAP EXP EMERGENCY REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	35,000.00	35,000.00	.0
TOTAL FUND EXPENDITURES	3,048.86	12,096.65	348,720.00	336,623.35	3.5
NET REVENUE OVER EXPENDITURES	(3,048.86)	(12,096.65)	35,280.00	47,376.65	(34.3)

**CITY OF WHITTIER
CASH BALANCES ALL FUNDS**

FUND	Preliminary 3/31/2021	Preliminary 12/31/2020	12/31/2019	12/31/2018	12/31/2017
01 - General Fund					
Cash and Investments	1,749,596	\$ 2,167,353	\$ 2,084,742	\$ 1,172,477	\$ 2,543,401
UBS - City Reserve	326,832	326,549	318,717	307,628	303,169
UBS - Parks Reserve	43,701	43,663	42,616	41,133	40,537
UBS - Exxon Settlement	84,428	84,354	82,331	79,466	78,315
UBS - Equipment Replacement	140,256	140,134	136,773	132,011	130,032
	\$ 2,344,812	\$ 2,762,053	\$ 2,665,180	\$ 1,732,715	\$ 3,095,454
14 - Public Works Equipment Fund					
Cash and Investments	241,393	\$ 101,138	\$ 51,138	\$ 51,138	\$ 51,138
UBS - Equipment Replacement	4,519	4,519	4,518	4,518	4,518
	\$ 245,912	\$ 105,657	\$ 55,656	\$ 55,656	\$ 55,656
20 - Cruise Ship Tax Fund	(a)				
Cash and Investments	1,132,716	\$ 1,187,747	\$ 993,465	\$ 481,996	\$ 113,968
UBS - CPV	355,289	354,981	347,517	336,441	332,512
	\$ 1,488,005	\$ 1,542,728	\$ 1,340,982	\$ 818,437	\$ 446,480
21 - COVID19 Grants Fund					
Cash and Investments	\$ (122,737)	(b) (606,813)	\$ -	\$ -	\$ -
24 - Community Park					
Cash and Investments	\$ 88,760	91,759	\$ -	\$ -	\$ -
30 - Shotgun Cove					
Cash and Investments	\$ (78,167)	\$ (18,996)	\$ (549,964)	\$ 1,578,784	\$ 318,212
31 - 2018 Earthquake					
Cash and Investments	\$ (80,289)	\$ (77,622)	\$ (17,610)	\$ -	\$ -
50 - Water and Wastewater Fund					
Cash and Investments	588,399	\$ 677,849	\$ 785,060	\$ 653,913	\$ 481,550
UBS - Water/Wastewater	1,031,328	1,030,434	1,006,860	972,929	959,848
	\$ 1,619,727	\$ 1,708,283	\$ 1,791,920	\$ 1,626,842	\$ 1,441,398
51 - Small Boat Harbor					
Cash and Investments	982,676	\$ 847,908	\$ 475,990	\$ (112,285)	\$ (1,511,994)
UBS - Harbor Reserve	1,031,410	1,030,516	1,006,941	973,006	959,924
Harbor Bond Reserve	159,025	159,025	159,025	-	-
	\$ 2,173,111	\$ 2,037,449	\$ 1,482,931	\$ 860,721	\$ (552,070)
53 - DeLong Dock Fund	1,201,942	\$ 1,214,020	\$ 299,397	\$ -	\$ -
60 - Motor Pool Fund	34,517	\$ 34,517	\$ 15,000	\$ -	\$ -
61 - Compensated Absences Fund	128,165	128,165	0		
73 - Harbor Major Repair & Replacement Fund					
Cash and Investments	429,186	\$ 429,186	\$ 429,186	\$ 2,369,335	\$ 2,447,022
Harbor Bond Reserve	-	-	-	159,025	159,025
	\$ 429,186	\$ 429,186	\$ 429,186	\$ 2,528,360	\$ 2,606,047
Grand Total All Funds:	<u>\$ 9,472,944</u>	<u>\$ 9,865,440</u>	<u>\$ 7,512,679</u>	<u>\$ 9,201,515</u>	<u>\$ 7,411,177</u>
Exclude Grant Funds: (see "b" below)	<u>\$ (281,193)</u>		<u>\$ (567,574)</u>	<u>\$ 1,578,784</u>	<u>\$ 318,212</u>
Total Excluding Grant Funds:	<u>\$ 9,754,137</u>		<u>\$ 8,080,253</u>	<u>\$ 7,622,731</u>	<u>\$ 7,092,965</u>

(a) Cruise Ship Tax is not considered a grant for purposes of this schedule, as City determines spending.

(b) Pending recovery from FEMA for COVID-related costs

As of: 03/31/2021

BUDGET POLICY DASHBOARD:

Updated: 5/13/2021

The purpose of this Dashboard is to assist the Council and Administration in determining how well the City is achieving its budget policy goals. Budget Policies were first adopted by the City Council on 12/8/2020. The Dashboard is a new tool that will be modified over time, to meet the Council's needs.



Indicates a Change in Metric since last report

1 FUND BALANCE POLICY (9-12 months)

Goal is that Unassigned Fund Balance will be equal to between 9 and 12 months of General Fund Expenditures and Transfers-Out:



UNASSIGNED RESERVES TARGET:

Lower-Band:	\$	2,824,725
Higher-Band:	\$	3,766,300

Based on:

2021 Budgeted Expenditures	\$	2,703,059
2021 Budgeted T/F-Out	\$	1,063,241
	\$	3,766,300

Current Unassigned Reserves Projected thru 12/31/2021:

2019 Audited Unassigned F/B	\$	2,584,404
+ 2020 Estimated Revenue + T/F-In	\$	3,067,415
- 2020 Expenditures + T/F-Out	\$	(2,692,139)
+ Projected Remaining Rev 2020	\$	-
- Projected Remaining Exp 2020	\$	-
+ Projected 2021 Revenue + T/F-In	\$	3,003,559
- Projected 2021 Expenditures + T/F-Out	\$	(4,136,521) (a)
	\$	1,826,718

Less Future Expected Assignments of Fund Balance:

Assigned for Operating Reserves	\$	318,717 (b)
Assigned for Parks & Recreation	\$	42,616 (b)
Assigned for EXXON Settlement	\$	82,331 (b)

Projected Unassigned Reserves: \$ 1,383,053

Current Number of Months' reserves: 4



a) Includes \$1,014,900 which may be transferred to Capital Fund per RES #05-2021; b) Based on liquidation of UBS investments and rearranging reserves intended to be Assigned.

2 One-Time Revenue Policy

Goal is that one-time revenues (grant admin fees, sales of fixed assets, legal settlements) should be transferred to Capital Replacement Fund and not used to fund operating budget.



Note: After year-end, Administration will recommend transfer of any qualifying revenue to Capital Replacement Fund so long as Unassigned Fund Balance is within policy band.

Resolution #05-2021 authorized surplus sales revenues from sale of BTI condo units (\$164,400) and P12 Building (\$850,500) for total \$1,014,900 to be set aside for Capital Purposes.

3 Revenue Stabilization Account Policy

Goal is that Revenue Stabilization account will maintain 10% of revenues or \$255,507 (based on 2021 Budgeted revenue).



Note: Given Council's recent transfers of Reserves into capital Funds, there are insufficient reserves to recommend funding of a revenue stabilization account at this time.

4 Accrued Leave Funding Policy

Goal is that an Internal Service Fund will be created to accumulate cash to pay for accrued but unused portion of annual leave for General Fund employees, solely for use for payment of accumulated leave.



RES #01-2021 established a new Compensated Absences Fund for this purpose. The amount related to GF employees at 12/31/20 is \$128,165 which was transferred to newly-created Fund 61 in 2020.

5 Capital Replacement Fund Policy

Goal is to designate 50% of prior year annual surplus into the Capital Replacement Fund to finance major capital maintenance and repairs (defined as items > \$20K) in any year where Unassigned Fund Balance is within the band of established policy levels, but where the transfer will not reduce the unassigned F/B down to below 9 months' reserves.

Note: Council authorized \$1,014,900 be transferred out of GF to Capital Fund in RES #05-2021; administration may request Council set those monies aside within the GF reserve instead, but earmarking for capital purposes.

=

6 Sales of General Fixed Assets

Goal is that revenue from sales of General Fixed Assets will be added to the Capital Replacement Fund.

Resolution #05-2021 authorized surplus sales revenues from sale of BTI condo units (\$164,400) and P12 Building (\$850,500) for total \$1,014,900 to be set aside for Capital Purposes.

+

7 Recurring Funding Source for Capital

Goal is to identify recurring specific funding sources to fund Capital needs.

Note: Administration will work with Council to discuss and target specific sources of revenue to fund Capital. One suggestion may be State Community Assistance. Another is found in Budget Policy #5 (50% prior-year surplus).

=

8 Motor Pool Appropriation Control

Goal is that motor pool reserves be used solely to pay for replacement of existing vehicles and/or heavy equipment.

+

9 Enterprise Fund Rate Reviews

Harbor, Delong Dock and Water/Sewer rates should be reviewed annually to determine if they are adequate to cover annual operating and capital costs plus the annual cost of depreciation. Tariffs should be adjusted to rise based on CPI annually.

Note: Water/Sewer Tariff was updated to include annual CPI increase. Will need to consider with Harbor Commission re: Harbor/Delong Dock.

=

10 Enterprise Fund Depreciation (MRRF) Funds

Establish a MRRF Fund for each of our enterprise funds.

Note: Fund 73 is a Harbor MRRF Fund w balance of \$429K. Admin will ask Council to transfer 1,031,409.92 from the UBS investments into this MRRF leaving cash balance in F51 (Harbor) of \$982,676 for operations. The Water/Sewer Fund does not have a MRRF but Admin is preparing to request that Council authorize transfer of \$1,031,327.54 from UBS investments to this MRRF leaving cash balance in F50 Water/Sewer Fund of \$588,399 for operations.

+



11 Depreciation Funding Policy

Goal is to seek to fund a minimum of 100% of annual depreciation in order to have funds available to replace infrastructure in the future rather than passing along fully depleted assets to the next generation, making for intergenerational inequity.

Note: Administration will work first with Harbor Commission, then through Council, to develop a long-term plan for addressing lack of funding for depreciation. However, transferring UBS investments to MRRF Funds for Harbor and Water/Sewer will be a good start toward this policy.

=



12 Tax Cap Policy

Goal is to periodically review (annually) the City's tax cap on sales of items in excess of the cap to ensure that the cap does not erode the City's funding availability over time.

Note: Administration will request input on this issue from Council in Q2 2021.

=

Harbor Report

Administration:

We still have an opening for 1 seasonal admin staff

To date, recouped 13k in past due collections.

April Stats from 2016 to 2021 for transient moorage and launch ramp fees collected:

Month/Year	Monthly Transient Fees Collected	Launch Ramp Fees Collected
April 2016	\$1,819.00	\$ 5,350.00
April 2017	\$11,123.29	\$520.00
April 2018	\$9,330.58	\$2,080.00
April 2019	\$9,692.52	\$1,340.00
April 2020	\$10,565.72	\$25,100.00
April 2021	\$16,768.80	\$42,705.00

Operations:

PW has water to DeLong/City/Ocean docks Thanks Cam and Kyle

PW assisted with rebuilding our sewage pump out cart, thanks Geno!

Annual fire extinguisher inspection has been completed 1 May

Rest rooms are open

Campground is open

Chasing multiple water leaks with in the harbor, to date there is water on all fingers from at least one side of the float.

Awaiting tire installation on Travel Lift anticipating 18 May, Goodyear keeps moving the date.

Dock Crane and Travel Lift weight certification scheduled for mid-June.

Fish pen received, net installed, Coho expected on 18 May.

We have had a catastrophic hull failure due to major corrosion through the hull plating. Seeking a replacement skiff as repairs are not an option. The skiff is over 30 years old and has multiple areas of failure. SeaTow assisted with moving net pens out to anchorage. Working on a loaner skiff to conduct feeding operations.

Major damage to X-Ray float electrical feed going to the pedestals 1-10. It would appear that animals are chewing through the insulation exposing wires. Damage found while repairing water lines. Awaiting contractor to investigate for further damage and make repairs. There is a possibility that we can apply a stainless steel sheathing to the exposed areas. More to follow on this issue.

Two contractors have inspected the Smitty's Cove ramp and I am awaiting their bids. I have asked for several options as well as a phased cost approach to the repair for future planning purposes.

David Borg
Harbormaster
City of Whittier
(W)907-472-2327
(F)907472-2472

<https://www.whittieralaska.gov/whittier-harbor/>

"Make friends with change, it's the only thing you can count on!"

ACTION MEMORANDUM REGARDING ORDINANCE

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: Ordinance 2021-02: Emergency Declaration Retroactive Renewal

INTRODUCTION

The City of Whittier, Alaska is quickly recovering from the COVID-19 pandemic, in large part as a result of the vaccination and mitigation efforts of Whittier's residents and business owners. However, communities throughout Alaska are currently experiencing increases in COVID-19 cases with some communities on high alert and reinstated essential travel limitations. For this reason, and given the upcoming influx of visitors and workers to the Whittier community, the Ordinance renews City Council's emergency declaration and the City Manager's authority to adopt rules and procedures under the declaration and makes that declaration renewal retroactive to the date the local emergency declaration expired in March 2021. While the Administration recommends Council's declaration of a continued emergency, we also acknowledge the significant reduction in exposure to and impact of COVID-19 within Whittier and we are hopeful that the emergency declaration will no longer be necessary by the end of summer.

RECOMMENDED ACTION

The City Manager recommends Council adopt the Ordinance.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the City Manager, and the City Clerk. The City Attorney and City Manager will be available at the May regular meeting to address any questions Council may have regarding the Ordinance.

**CITY OF WHITTIER, ALASKA
EMERGENCY ORDINANCE 2021-02**

AN EMERGENCY ORDINANCE RETROACTIVELY EXTENDING THE CITY MANAGER'S PROCLAMATION OF A LOCAL EMERGENCY IN ORDER TO PROTECT AND PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE WHITTIER COMMUNITY DURING A STATE AND LOCAL PUBLIC HEALTH EMERGENCY RESULTING FROM COVID-19

WHEREAS, the United States Center for Disease Control and Prevention (CDC) has identified COVID-19 as a significant public risk; and

WHEREAS, on March 11, 2020, Governor Dunleavy issued a declaration of public health disaster emergency in response to the anticipated outbreak of COVID-19 within Alaska's communities; and

WHEREAS, on March 11, 2020, The World Health Organization designated the COVID-19 outbreak a pandemic; and

WHEREAS, the recommendations of global, federal, state, and local organizations and government entities are changing almost daily in response to new information regarding COVID-19, which requires the City to be able to act swiftly to comply with these recommendations in its operations; and

WHEREAS, in order to protect public health, welfare, and safety, the City needs flexibility in its meeting and notice protocols as well as in its procurement process for collecting and purchasing emergency supplies; and

WHEREAS, on March 23, 2020, the City Manager declared a local emergency as a result of COVID-19 and acknowledged the State of Alaska's declaration of state-wide emergency issued on March 11, 2020; and

WHEREAS, Council recognizes the public health emergency created by the COVID-19 outbreak and the imminent harm it poses to the City of Whittier and all members of the Whittier community; and

WHEREAS, Council also acknowledges that the City will need aid and assistance from both the federal and state government in responding to and rebuilding after the COVID-19 emergency; and

WHEREAS, the City Manager has authority to implement temporary rules and procedures regarding City government organization and operations during an emergency under WMC 2.64.140; and

WHEREAS, the Commissioner of the State of Alaska, Department of Health and Social Services, Adam Crum, pursuant to and in accordance with the authority granted by the Alaska State Legislature in House Bill 76, Chapter No. 2, SLA 2021, also declared a Public Health Emergency effective at 12:02 a.m. on May 1, 2021,

NOW, THEREFORE, THE CITY OF WHITTIER CITY COUNCIL ORDAINS:

Section 1. The Whittier City Council hereby reiterates and extends City Manager's proclamation of a local emergency and the authority granted to the City Manager to respond to that emergency and seek funding to assist the City and the public-at-large in responding to and recovering from that emergency.

Section 2. This ordinance is an emergency ordinance, is not permanent in nature, and shall not be codified.

Section 3. This ordinance shall be effective retroactively, taking effect on March __, 2021 and expiring on July __, 2021, which is sixty (60) days after its passage in accordance with WMC 2.08.310.

ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA this __ day of May, 2021.

THE CITY OF WHITTIER, ALASKA

Dave Dickason, Mayor

AYES:

NOES:

ABSENT:

ABSTAIN:

(An Emergency Order requires approval of all present members or $\frac{3}{4}$ of total membership, whichever is less – WMC 2.08.310)

ATTEST:

Naelene Matsumiya
City Clerk

(City Seal)

ACTION MEMORANDUM REGARDING ORDINANCE 02-21

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: Ordinance No. 02-2021

INTRODUCTION

Several Council members requested revisions to Whittier Municipal Code Chapter 2.54 to ensure that: (1) the process for reporting Port and Harbor Commission findings and recommendations to City Council was expressly provided for in the Code; (2) The Commission had the staff support and resources needed to reliably present Commission recommendations to Council via resolution; and (3) the Commission was not inadvertently assigned duties that exceeded the advisory authority granted to the Commission. Ordinance 02-21 is entitled “An Ordinance of the City Council of Whittier, Alaska Amending WMC Chapter 2.54 to Remove All Decision-Making Duties of the Port and Harbor Commission, Codify Process for Providing Recommendations to Council, and Remove Inconsistencies and Redundancy in the Reasons for and Processes Surrounding the Declaration of a Vacancy on the Commission.” This memorandum provides Council a brief overview of the substantive revisions in the Ordinance and the reasons for these revisions.

SUMMARY OF PROPOSED CODE CHANGES

The majority of the proposed revisions to Chapter 2.54 serve to remedy the concerns raised by individual Council members regarding the need for clear, timely, and written Commission recommendations on port and harbor matters and the apparent inconsistencies in the Code regarding the Commission’s duties as an advisory body. Additionally, the Ordinance proposes changes to WMC Chapter 2.54 that would remove inconsistencies and redundancies in Commission’s duties, its structure, and its organization as codified. The chapter was also updated to adopt uniform formatting and legal drafting principles. More specifically, Chapter 2.54 was amended to:

1. Remove any duty that is decision-making, rather than advisory in nature.

Whittier Municipal Code 2.54.030 clearly states that the “Commission shall act as an advisory board to the City Council in port and harbor matters.” However, many of the duties assigned to the Commission are not advisory, including the Commission’s quasi-judicial role in hearing appeals of Harbormaster decisions, the Commission’s “assistance” of Council in developing growth strategies for the port and harbor; and most significantly, the Commission’s duty to set rates and fees that pay for the operation, administration, maintenance, and replacement costs for facilities. See WMC 2.54.040.

2. Remove inconsistent language regarding appointment and vacancies.

Whittier Municipal Code 2.54.020(A) permits City Council to remove a member of the Commission at any time. Whittier Municipal Code 2.54.020(B) states that no Commission member shall miss more than three consecutive regular meetings or three unexcused meetings. However, WMC 2.54.050 provides the exact circumstances that require a declaration of vacancy, including three consecutive unexcused absences. These provisions are contradictory. In the event Council wants to retain the authority to remove a Commission member for any reason, the Code should not provide the specific circumstances warranting vacation of a Commission seat. Further, any conduct requiring vacancy should be in a single section of the Code and there should not be varying requirements in other sections. For this reason, all references to vacancies were removed from all sections other than Section 2.54.050, Filling of Vacancies.

3. Streamline and expand Definitions.

Whittier Municipal Code 2.54 has several references to port facilities, port and harbor matters, and facilities referenced throughout. These references were all revised to “port and harbor facilities” and a comprehensive definition of that term adopted.

4. Incorporate clear references to the ways in which the Commission adopts and presents its recommendations to Council.

Several Council members have expressed the need to formalize the Commission’s process for reporting its recommendations and determinations to Council to ensure that Council has the benefit of the Commission’s insight and considerations before taking official action on port and harbor matters. Accordingly, the Ordinance proposes language that expressly identifies when a resolution is needed or a report required. In addition to these references in the Code, the City Administration is developing a process to provide the Commission with assistance in drafting and presenting resolutions and guidance for the Commission that will ensure that the Commission is prepared to meet its memorialization and reporting requirements under the Code upon adoption of the Ordinance. In addition, City Administration will work with the City Clerk and Harbormaster to develop an administrative plan to provide for the Commission’s support needs and to ensure that a schedule is adopted that helps the Commission effectuate a presentation and recommendation process that Council can come to expect and more confidently rely upon.

5. Change title from Port and Harbor Commission to Port and Harbor Advisory Commission to easily identify advisory nature of the Commission.

This change is small but important to permit the public and applicants to the Commission to quickly and easily recognize the nature of the body and the scope of the Commission’s duties.

PROPOSED WHITTIER MUNICIPAL CODE LANGUAGE

While the Ordinance provides the redlined changes to WMC Chapter 2.54, the redlined formatting required in legislation can make review of the final language difficult to discern. For this reason, Chapter 2.54 as proposed in the Ordinance will read as follows, if adopted:

PORT AND HARBOR ADVISORY COMMISSION

Sections:

- 2.54.010 Definitions.
- 2.54.020 Membership – Organization.
- 2.54.030 Procedures generally.
- 2.54.040 Duties.
- 2.54.050 Filling of vacancies.
- 2.54.060 Cooperation of other agencies – Staff.

2.54.010 Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section unless from the context a different meaning is clearly intended:

“Commission” means the City Port and Harbor Advisory Commission.

“Port and harbor facilities” or “port and harbor facility” means all facilities, systems, docks, and City property adjacent to all navigable contiguous waterways within the City limits, including, but not limited to, the DeLong Dock, the fuel dock, the City cargo dock, the small boat harbor, the ocean dock, and any other similar facility presently existing or which may be developed or obtained in the future.

2.54.020 Membership – Organization.

A. The Port and Harbor Advisory Commission shall consist of seven members. At least five members shall be City residents. Two members of the Commission may be individuals with knowledge and expertise in the maritime industry that are not City residents but are Alaska residents and are able to meet the duties required under this chapter. Commission members shall be appointed by the Mayor subject to confirmation by City Council. Appointments to the Commission shall be for three-year staggered terms except where an interim appointment is necessary to complete the term of a Commissioner who vacates his or her seat. In the event of vacancies, the Mayor, subject to confirmation by City Council, shall make an appointment to fill the unexpired term of the absent member. A Chairperson and Vice-Chairperson of the Commission shall be elected annually by and from the Commission and shall serve in this capacity for a one-year period.

B. The Commission shall hold regular meetings the first Thursday of each month at a time and place as set by the Commission. Special meetings may be called by the Commission via motion or at the discretion of the chairperson.

C. A majority of the Commission shall constitute a quorum. Four affirmative votes by Commission members shall be necessary to carry any question.

D. The Commission shall, with the assistance of the City Manager or his designee, prepare minutes of all Commission meetings and file the minutes with the City Clerk no more than 30 days after the meeting.

E. To the extent possible, Commission membership will be made up of representatives of recreation industry, transportation industry, tourism industry, and commercial fishing industry.

2.54.030 Procedures generally.

A. The Commission shall act as an advisory board to City Council in port and harbor matters. The Commission shall present all recommendations to City Council via resolution. A Commission member shall be present at all Council meetings at which a Commission resolution is presented to City Council.

B. A Commission member shall attend all City Council regular meetings and provide Council with an update regarding the Commission's last meeting and outstanding projects. If a Commission member is not available to provide the report, a written update and the Commission minutes shall be submitted to the City Clerk for presentation to City Council no more than 30 days after the regular Commission meeting.

2.54.040 Duties.

The Commission shall:

A. Make recommendations to City Council with respect to the operation, acquisition, disposal, development, management, regulation and control of port and harbor facilities when requested by City Council or the City Manager or required in this chapter;

B. Review and make recommendations to City Council via resolution on all contracts regarding port and harbor facilities which are subject to City Council approval before City Council approves such contracts and submit a written report to City Council periodically and at least once per year updating City Council on all contracts involving port and harbor facilities that were or are subject to City Council approval;

C. Review any proposed revision to this code, City policy, procedure or regulation impacting or regarding port and harbor facilities and make recommendations to City Council via resolution regarding the adoption of such revisions prior to their adoption;

D. Analyze and make recommendations to Council annually regarding rates and fees charged for the use of port and harbor facilities or related services and any recommended changes to these rates and fees;

E. Periodically review the budget, capital improvement programs, and funding of port and harbor facilities, and report its findings to Council.

2.54.050 Filling of vacancies.

A vacancy shall be declared and filled as provided when a Commission member:

- A. Fails to qualify and take his office within 30 days after confirmation by City Council;
- B. Submits a resignation to the Mayor;
- C. Is physically or mentally unable to attend Commission meetings or to attend to Commission business;
- D. Is absent from three or more consecutive, regular meetings of the Commission without an excuse approved by the Commission;
- E. Is convicted of a felony or other offense, an element of which is a violation of his or her oath of office;
- F. Is or becomes so directly interested in port and harbor matters in the course of his or her private affairs, that his or her membership on the Commission, and the belief of the Commissioners or City Council, creates a conflict or the pervasive appearance of a conflict of interest.

2.54.060 Cooperation of other agencies – Staff.

- A. The Commission, as an advisory board of City Council, shall receive full cooperation and support from the City Manager which shall include, but not be limited to, full access to any and all information bearing on port and harbor facilities, office or other administrative support, and the attendance of the City Manager and staff as may be required by the Commission in the execution of its duties.
- B. The Commission shall be provided with such office space as it shall require to file its minutes, correspondence, resolutions, and other documents which shall constitute public records of the City.
- C. The City Manager shall, in a prompt and expeditious manner, make available to the Commission such consultants, agents, attorneys, City staff, and other persons engaged by the City to aid the Commission in furtherance of the performance of the Commission's duties.

RECOMMENDED ACTION

City Administration recommends that Council reviews the Ordinance subject to any amendments or revisions requested by Council at this meeting for formal introduction and first reading at the May 18, 2021 regular meeting. Although most ordinances involving port and harbor matters are presented to the Commission for its recommendations, this Ordinance revises the duties of the Commission and not operations in the port and harbor, and thus the Ordinance falls squarely within the purview of Council.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the Finance Director, the Assistant City Manager, and the City Manager. The City Attorney and Assistant City Manager will be available at the April regular meeting to address any questions Council may have regarding the Ordinance.

Sponsor(s): Peter Denmark, Daniel Blair
Introduced by: City Manager
1st reading: 05/18/2021
2nd reading/public hearing: _____

**CITY OF WHITTIER, ALASKA
ORDINANCE #02-2021**

**AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA AMENDING
WMC CHAPTER 2.54 TO REMOVE ALL DECISION-MAKING DUTIES OF THE PORT
AND HARBOR COMMISSION, CODIFY PROCESS FOR PROVIDING
RECOMMENDATIONS TO COUNCIL, AND REMOVE INCONSISTENCIES AND
REDUNDANCY IN THE REASONS FOR AND PROCESSES SURROUNDING THE
DECLARATION OF A VACANCY ON THE COMMISSION**

WHEREAS, WMC Chapter 2.54 currently requires the Port and Harbor Commission to conduct decision-making actions despite the Commission's advisory nature; and

WHEREAS, WMC Chapter 2.54 also contains inconsistent and redundant provisions governing the appointment and duties of Commission members; and

WHEREAS, the Code does not specify how and when the Commission presents its recommendations to Council regarding port and harbor matters; and

WHEREAS, Council members have expressed the need to limit the Commission's duties to actions that align with its advisory role and to provide clear guidance to current and future Commission members regarding the presentation of Commission recommendations to Council; and

WHEREAS, it is in the City's best interest to adopt clear and consistent laws that the public and City officials are able to follow and enforce,

NOW, THEREFORE, THE WHITTIER CITY COUNCIL ORDAINS:

Section 1. Whittier Municipal Code Chapter 2.54 entitled "Port and Harbor Commission" is amended to read as follows:

Chapter 2.54

PORT AND HARBOR **ADVISORY** COMMISSION

Sections:

- 2.54.010 Definitions.
- 2.54.020 Membership – Organization.
- 2.54.030 Procedures generally.
- 2.54.040 Duties.
- 2.54.050 Filling of vacancies.
- 2.54.060 Cooperation of other agencies – Staff.

2.54.010 Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section unless from the context a different meaning is clearly intended:

“Commission” means the City Port and Harbor Advisory Commission.

“Port and harbor facilities” or “port and harbor facility” “Port” or “port facility” means all facilities, systems, **docks**, and City property adjacent to all navigable contiguous waterways within the City limits, ~~of the City, including, but not limited to,~~ **the Delong Dock**, the fuel dock, the City cargo dock, the small boat harbor, the ocean dock, and any other similar facility presently existing or which may be developed or obtained in the future.

2.54.020 Membership – Organization.

A. The Port **and Harbor Advisory** Commission shall consist of seven members. At least five members shall be **City** residents. **Two members of the Commission may be individuals with knowledge and expertise in the maritime industry that are not City residents but are Alaska residents and are able to meet the duties required under this chapter.** ~~Up to a maximum of two (with expertise) may be nonresidents of Whittier who are registered to vote in the State of Alaska.~~ **Commission** ~~The seven~~ members shall be appointed by the Mayor subject to confirmation by ~~the~~ City Council. Appointments to the Commission shall be for three-year staggered terms except where an interim appointment is necessary to complete the term of a Commissioner who vacates **his or her seat**. ~~resigns, dies, or is otherwise removed from office.~~ In the event of vacancies, the Mayor, subject to confirmation by ~~the~~ City Council, shall make an appointment to fill the unexpired term of the absent member. ~~Members may be removed by the City Council at any time.~~ **A Chairperson and Vice-Chairperson of the Commission shall be elected annually** ~~Chairpersons shall be elected by and from the Commission and shall serve in this capacity for a one-year period. The City shall provide staff support for the Commission.~~

~~B. The Commission shall establish rules of procedure providing that there be regular meetings of the Commission. The Port and Harbor Commission shall hold regular meetings theevery first Thursday of each month at a date, time and place as set by the Commission. Special meetings may be called by the Commission via motion or at the discretion of the chairperson, or by a majority of the voting members of the Commission. No member shall miss more than three consecutive regular meetings or three unexcused meetings. All meetings of the Commission shall be open to the public.~~

C. A majority of the Commission shall constitute a quorum ~~for the transaction of business.~~ Four affirmative votes by Commission members shall be necessary to carry any question.

D. The Commission shall, with the assistance of the City Manager or his designee, prepare minutes of all Commission meetings and file the minutes with the City Clerk no more than 30 days after the meeting. ~~The permanent records, or minutes, shall be kept. The minutes shall be properly filed in the office of the City Clerk and shall be open to inspection by any person.~~

E. To the extent possible, Commission membership will be made up of representatives of recreation industry, transportation industry, tourism industry, and commercial fishing industry.

2.54.030 Procedures generally.

A. The Commission shall act as an advisory board to ~~the~~City Council in port and harbor matters. The Commission shall present all recommendations to City Council via resolution. A Commission member shall be present at all Council meetings at which a Commission resolution is presented to City Council. ~~All resolutions and either minutes of the Port Commission, or a similar report, shall be presented to the City Council by a Commission member, or in his absence, by the City Manager.~~

B. A Commission member shall attend all City Council regular meetings and provide Council with an update regarding the Commission's last meeting and outstanding projects. If a Commission member is not available to provide the report, a written update and the Commission minutes shall be submitted to the City Clerk for presentation to City Council no more than 30 days after the Commission meeting. ~~An agenda of meetings shall be prepared and published according to established rules of the City Council.~~

2.54.040 Duties.

The Commission shall:

~~A. Advise the~~ **Make recommendations to City** Council with respect to the operation, **acquisition, disposal, development,** management, regulation and control of the City's port and harbor facilities **when requested by City Council or the City Manager or as required in this chapter;** which include, but are not limited to, the City dock, the fuel dock, the small boat harbor, ocean dock, and any other facility within the port of Whittier, all of which are referred to in this chapter as the "port facilities";

~~B. Advise the Council with respect to the port facilities concerning the acquisition, ownership, exchange, transfer, lease, rent, conveyance or disposal, and use of real or personal property and any interest therein;~~

B.G. Review and make recommendations to City Council via resolution on all contracts regarding port and harbor facilities which are subject to City Council approval before City Council approves such contracts and submit a written report to City Council periodically and at least once per year updating City Council on prior to execution, and monitor and periodically report to the Council concerning the status of all all contracts involving port and harbor facilities that were or are subject to City Council approval; ~~executed with respect to the port facilities;~~

~~D. Advise the Council with respect to the construction, improvement, alteration, or repair of a port facility or any part thereof;~~

C.E. Review any proposed revision to this code, City policy, procedure or regulation impacting or regarding port and harbor facilities and make recommendations to City Council via resolution regarding the adoption of such revisions prior to their adoption; ~~Assist the Council in developing ways and means whereby the City may encourage and permit the development of port facilities by private and public developers and builders;~~

~~F. Hear appeals from actions of the Port Director;~~

D.G. Analyze ~~Perform analysis and make recommendations to the Council~~ **annually regarding** ~~with respect to the setting and adjustment by the City, from time to time as deemed necessary, of~~ **rates and fees charged for the use of port and harbor facilities or related services and any recommended changes to these rates and fees;** ~~rent and fee schedules pertaining to port facilities and of routes, fares, schedules, and levels of service pertaining to use of the port facilities;~~

E.H. Periodically review the budget, capital improvement programs, and funding of port and harbor facilities ~~City-owned or municipal port facility and systems, and report its findings to the Council;~~

~~I. Establish fares, rates, or fees which will pay the cost of operation, administration, maintenance, and replacement of facilities at the end of the expected life of those facilities;~~

~~J. Perform such other duties as the Council may refer to it from time to time;~~

~~K. Do such other acts as are necessary and proper for the performance of the duties and functions set forth in this chapter.~~

2.54.050 Filling of vacancies.

A vacancy shall be declared and filled as provided when a **Commission** member:

~~A. Fails to qualify and take his office within 30 days after confirmation by the City Council;~~

~~B. Departs from the City with the intent to remain away for a period of 90 days or more, or is physically absent from the City for 90 days or more;~~

B~~C~~. Submits a resignation to the Mayor;

C~~D~~. Is physically or mentally unable to attend Commission meetings or to attend to Commission business;

D~~E~~. Is absent from three or more consecutive, regular meetings of the Commission without an excuse approved by the Commission;

E~~F~~. Is convicted of a felony or other offense, an element of which is a violation of his or her oath of office;

F~~G~~. Is or becomes so directly interested in port and harbor matters in the course of his or her private affairs, that his or her membership on the Commission, and the belief of the Commissioners or the City Council, creates a conflict or the pervasive appearance of a conflict of interest.

2.54.060 Cooperation of other agencies – Staff.

A. The ~~Port~~ Commission, as an advisory board of the City Council, shall receive full cooperation and support from the City Manager which shall include, but not be limited to, full access to any and all information bearing on **port and harbor facilities**~~the port and harbor matters~~, office or other administrative support, and the attendance of the City Manager and staff as may be required by the Commission in the execution of its duties.

B. The Commission shall be provided with such office space as it shall require to file its minutes, correspondence, resolutions, ~~administrative regulations~~, and other documents which shall constitute public records of the City.

C. The City Manager shall, in a prompt and expeditious manner, make available to the ~~Port~~ Commission such consultants, agents, attorneys, City staff, and other persons engaged by the City to aid the Commission in furtherance of the performance of the Commission's duties.

Section 2. Classification. This Ordinance is a permanent code ordinance.

Section 3. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

ACTION MEMORANDUM REGARDING ORDINANCE

To: Whittier City Council

From: City Attorney

Re: Ordinance #03-2021, Revising Whittier Conflict of Interest Code Provision to Permit Mayor to Make Decision Regarding Council Member Conflicts, Subject to Override By the Majority of Council

INTRODUCTION

During the April 2021 City Council meeting, it became clear that the conflict-of-interest declaration and determination process mandated in the Whittier Municipal Code proved confusing and inefficient when compared to alternative approaches. The proposed ordinance authorizes the Mayor to make the initial determination regarding a conflict of interest declared by other Council members subject to Council's authority to override the Mayor's decision. All other provisions regarding conflicts of interest determination and declaration proceedings remain the same.

RECOMMENDED ACTION

In the event Council finds its in the best interest of the City to have the Mayor, rather than Council, initially determine the existence of a conflict of interest, subject to override of that decision by the majority of Council, I recommend Council adopt this ordinance.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the City Manager, and the City Clerk. The City Attorney, City Manager, and City Clerk will be available at the May regular meeting to address any questions Council may have regarding the Ordinance.

Sponsor(s): City Manager
Introduced by: Jim Hunt
1st reading: 5/18/2021
2nd reading/public hearing: _____

**CITY OF WHITTIER, ALASKA
ORDINANCE #03-2021**

**AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA AMENDING
WMC 2.10.040 TO PERMIT THE MAYOR, RATHER THAN CITY COUNCIL, TO
DETERMINE IF COUNCIL MEMBERS HAVE SUBSTANTIAL FINANCIAL
INTERESTS UNLESS COUNCIL OVERRIDES THE MAYOR'S DETERMINATION**

WHEREAS, WMC 2.10.040 requires City Council to rule by roll call vote on financial interests declared by fellow Council members; and

WHEREAS, the City has traditionally relied upon the Mayor to make a determination regarding conflicts of interest unless overridden by a majority of Council; and

WHEREAS, Council finds that authorizing the Mayor to make the initial determination on conflicts of interest for all other Council members, subject to Council's override, best serves the public's interest in efficient meeting procedures,

NOW, THEREFORE, THE WHITTIER CITY COUNCIL ORDAINS:

Section 1. Whittier Municipal Code 2.10.040 entitled "Conflict of Interest" is amended to read as follows:

2.10.040 Conflicts of interest- City Council members.

A. Before Council approves the agenda at a regular or special meeting, ~~Immediately after the Council approves the agenda at a regular or special meeting,~~ each Council member, **including the Mayor,** shall declare any financial interest in a matter appearing on the agenda. Any Council member, **including the Mayor,** or member of the public present at the meeting may question whether another Council member has a financial interest in a matter appearing on the agenda.

B. Except as provided in subsection (D) of this section, ~~after~~**After** a Council member discloses a financial interest or another Council member or member of the public present at the meeting questions another Council member's financial interest in a matter, the

~~Council~~ **Mayor** shall determine ~~by roll call vote~~ if the Council member has a substantial financial interest in the matter.

C. The decision of the Mayor on whether a Council member has a substantial financial interest in a matter on the agenda may be overridden by a vote by the majority of Council members present.

C. If the ~~Council~~**Mayor** determines that a Council member has a substantial financial interest in a matter, the Council member shall not participate in the discussion of the matter or vote on the matter unless City Council overturns the Mayor's determination.

D After the Mayor discloses a financial interest or another Council member or member of the public present at the meeting questions the Mayor's financial interest in a matter, City Council shall determine if the Mayor has a substantial financial interest in the matter. If the Mayor is ruled to have a substantial financial interest in a matter **by a majority of Council members present** ~~before the Council~~, the Mayor shall yield the chair to the ~~V~~**ice M**ayor during the Council discussion and voting ~~or vote~~ on the matter, and shall not vote on or participate in discussion of the matter.

Section 2. Classification. This Ordinance is a permanent code ordinance.

Section 3. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:

Nays:
Absent:
Abstain:

ACTION MEMORANDUM REGARDING RESOLUTION 12-21

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: Resolution No. 12-21

INTRODUCTION AND BACKGROUND

Resolution 12-21 entitled “A Resolution of the City of Whittier, Alaska Creating the Whittier City Council Policy and Procedure Manual Ad Hoc Committee” creates a committee comprised of the Mayor, a City Council member, the City Manager or his designee, the City Attorney, and the City Clerk and tasks the Committee with creating and presenting a policy and procedure manual to Council for approval. In approximately 2018, City Council member Peter Denmark encouraged Council to adopt uniform procedures and Council expressed interest in the creation of a policy and procedural manual but other City priorities resulted in Council’s postponement of the project.

In light of City Council’s expressed objectives, the Resolution creates a Committee so that any final product governing Council policies and procedures benefits from varying perspectives and the institutional and legal knowledge held by longstanding Council members, City employees, and legal counsel.

RECOMMENDED ACTION

The City Administration recommends Council adopt Resolution No. 12-21.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the Finance Director, the Assistant City Manager, and the City Manager. The City Attorney and Assistant City Manager will be available at the April regular meeting to address any questions Council may have regarding the Resolution.

Sponsor(s): City Manager
Introduction Date: _____
Adoption Date: _____

**CITY OF WHITTIER, ALASKA
RESOLUTION #12-2021**

**A RESOLUTION OF THE CITY OF WHITTIER, ALASKA CREATING THE
WHITTIER CITY COUNCIL POLICY AND PROCEDURE MANUAL *AD HOC*
COMMITTEE**

WHEREAS, Whittier City Council has expressed a desire to adopt formal uniform Council policies and procedures created with public participation, collaboration between the City Administration and Council, and careful review of current best practices for the efficient and transparent conduct of municipal business; and

WHEREAS, Council's objectives are best served by the creation of an *Ad Hoc* committee consisting of members from City Administration and City Council tasked with creating a draft City Council Policy and Procedure Manual for Council's review, consideration, and final adoption via resolution,

NOW, THEREFORE, the Whittier City Council resolves;

Section 1. The "Whittier City Council Policy and Procedure Manual *Ad Hoc* Committee" is hereby created and directed to present to City Council draft City Council policies and procedures in the form of a City Council Policies and Procedures Manual.

Section 2. The members of this Committee shall include Mayor Dave Dickason, City Council member Peter Denmark, City Manager Jim Hunt or Assistant City Manager Annie Reeves, City Attorney Holly Wells, and City Clerk Naelene Matsumiya.

Section 3. The Committee shall remain in effect until the draft Manual has been presented and acted upon by Council unless Council disbands the Committee before that time.

Section 4. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

DRAFT